

- CLASSIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

All full-time classified personnel shall be entitled to ten (10) days of sick leave with pay per year. Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

ACCUMULATIVE

Unused sick leave will accumulate without limit.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

TRANSFER OF SICK LEAVE

Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

When an employee terminates voluntarily or is terminated by the Superintendent, the employee's sick leave account is cancelled unless the termination results in a break in service of eleven (11) or fewer days. Employees who experience a break in service of eleven (11) or fewer days between the termination of their current position in a school district (or the Kentucky Department of Education) and the commencement of a new position within the District will not lose their accumulated sick days. For employees who are not employed on a year-round basis, summer break will not be included in the calculation of the eleven (11)-day break in service, so long as the employee fulfilled the prior year's contract.¶

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Classified employees are eligible to receive donated days if they meet the criteria established in procedures.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

STATEMENT

Upon return to work, an employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent to attend to a member~~attend a member~~ of the immediate family who was ill.

Sick Leave**REFERENCES:**[KRS 161.155](#)[OAG 79-148; OAG 93-39](#)

Family & Medical Leave Act of 1993

Young v. Bd. Of Educ. Of Graves County, 661 S.W. 2d 787 (Ky. App., 1983)**RELATED POLICIES:**

03.22322; 03.2233; 03.273

Adopted/Amended: 6/1/2023

Order #: IV.A.8