

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** VIII K

**DATE:** June 15, 2026

**TOPIC/TITLE:** Sick Time Policy- Second Reading

**PRESENTER:** Dr. Josh Rayburn

**ORIGIN:**

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
  - ACTION REQUESTED AT THIS MEETING
  - ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
  - ACTION REQUESTED AT FUTURE MEETING: (DATE)
  - BOARD REVIEW REQUIRED BY
- STATE OR FEDERAL LAW OR REGULATION
  - BOARD OF EDUCATION POLICY
  - OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
  - PREVIOUS REVIEW OR ACTION
- DATE: May 18, 2026
  - ACTION: First Reading Approved @ May 18, 2026 Board Meeting

**BACKGROUND INFORMATION:**

Board is required to review and approve all policies that govern the Board of Education

**SUMMARY OF MAJOR ELEMENTS:**

KRS 161.155 requires school districts to pay the actuarial costs for future sick leave accruals in excess of 13 days each year. The state covers actuarial costs for sick leave accrued as of June 30, 2025, and covers costs for up to 13 days accrued annually. If the school district permits employees to accrue more than 13 days annually, the local school district must pay the retirement system for any excess days over that 13-day threshold when the employee retires. These policies are for classified and certified.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:**  Recommended  Not Recommended

*Jeri Jones*

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- CERTIFIED PERSONNEL -

**Sick Leave**

**NUMBER OF DAYS**

Full-time certified employees shall be entitled to sick leave days with pay based on the following schedule:

<u>Number of Contract Days Employed Each School Year</u>	<u>Number of Sick Days Each School Year</u>
187-219	10
220-239	11
240	12

Deleted: 3

Deleted: 4

Deleted: 5

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.

Sick leave may be taken in one-quarter (1/4) hour increments unless the position requires a substitute. If the position requires a substitute, sick leave may be taken only in whole (1) or one-half (1/2) day increments; using sick leave cannot create pay for hours above the person's normal contracted hours.

**ACCUMULATION**

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted.

**DEFINITION**

Sickness shall mean personal physical or mental 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 the employee's spouse, children (including stepchildren and foster children), grandchildren, spouse's siblings, brothers, sisters, daughters-in-law and sons-in-law, 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**

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

In order for teachers to transfer accumulated sick leave to the Districts there must be continuity of employment. Teachers leaving and subsequently returning to the District shall be eligible for reinstatement of accrued leave days, providing there is continuity of employment.

**Sick Leave**

**SICK LEAVE DONATION PROGRAM**

Under procedures developed by the Superintendent, certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another certified 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.

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

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

**STATEMENT**

Upon return to work, a certified 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 for the purpose of attending to a member of the immediate family who was ill.<sup>1</sup>

**REPORTING**

For the fiscal year ending June 30, 2025, and each fiscal year thereafter, the District shall annually report to the TRS the sick leave balances for each teacher and employee who is a member of the TRS.

The District shall file with the TRS information regarding their sick leave policies and provisions that are applicable to members of the system.

These reports shall include requirements set forth in [KRS 161.155](#).

**REFERENCES:**

<sup>1</sup>[KRS 161.155](#), Sec. 2, [KRS 161.152](#), [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:**

03.12322, 03.1233, 03.1236, 03.124; 03.175

Adopted/Amended: 7/28/2025  
Order #: VIII H

- CERTIFIED PERSONNEL -

**Sick Leave**

**NUMBER OF DAYS**

Full-time certified employees shall be entitled to sick leave days with pay based on the following schedule:

<u>Number of Contract Days Employed Each School Year</u>	<u>Number of Sick Days Each School Year</u>
187-219	10
220-239	11
240	12

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.

Sick leave may be taken in one-quarter (1/4) hour increments unless the position requires a substitute. If the position requires a substitute, sick leave may be taken only in whole (1) or one-half (1/2) day increments; using sick leave cannot create pay for hours above the person's normal contracted hours.

**ACCUMULATION**

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted.

**DEFINITION**

Sickness shall mean personal physical or mental 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 the employee's spouse, children (including stepchildren and foster children), grandchildren, spouse's siblings, brothers, sisters, daughters-in-law and sons-in-law, 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**

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

In order for teachers to transfer accumulated sick leave to the Districts there must be continuity of employment. Teachers leaving and subsequently returning to the District shall be eligible for reinstatement of accrued leave days, providing there is continuity of employment.

**Sick Leave****SICK LEAVE DONATION PROGRAM**

Under procedures developed by the Superintendent, certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another certified 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.

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

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

**STATEMENT**

Upon return to work, a certified 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 for the purpose of attending to a member of the immediate family who was ill.<sup>1</sup>

**REPORTING**

For the fiscal year ending June 30, 2025, and each fiscal year thereafter, the District shall annually report to the TRS the sick leave balances for each teacher and employee who is a member of the TRS.

The District shall file with the TRS information regarding their sick leave policies and provisions that are applicable to members of the system.

These reports shall include requirements set forth in [KRS 161.155](#).

**REFERENCES:**

<sup>1</sup>[KRS 161.155](#), Sec. 2, [KRS 161.152](#), [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:**

03.12322, 03.1233, 03.1236, 03.124; 03.175

Adopted/Amended: 7/28/2025

Order #: VIII H

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

All full-time classified personnel shall be entitled to sick leave days with pay based on the following schedule:

<u>Number of Contract Days</u> <u>Employed Each School Year</u>	<u>Number of Sick Days</u> <u>Each School Year</u>
180-218	10
219-239	11
240-260	12

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 (½) 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.

Sick leave may be taken in one-quarter (1/4) hour increments unless the position requires a substitute. If the position requires a substitute, sick leave may be taken only in whole (1) or one-half (1/2) day increments; using sick leave cannot create pay for hours above the person's normal contracted hours.

**ACCUMULATIVE**

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted. When previously retired classified employees return to work, they shall not be reimbursed at time of a subsequent retirement for days accumulated after their return.

**DEFINITION**

Sickness shall mean personal physical or mental 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, spouse's siblings, daughters-in-law and sons-in-law, brothers, 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.

**Sick Leave****TRANSFER OF SICK LEAVE (CONTINUED)**

In order for classified employees to transfer accumulated sick leave to the Districts there must be continuity of employment. Classified leaving and subsequently returning to the District shall be eligible for reinstatement of accrued leave days, providing there is continuity of employment.

**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 classified 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 a member of the immediate family who was ill.

**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: 7/24/2023

Order #: VII D