

Certified Employee Sick Leave Information

When certified staff take a leave of absence that is a combination of paid and unpaid days, there are several issues that need consideration.

You must submit a request for a leave of absence to the Superintendent noting beginning date, what type and number of days to use (sick, emergency, personal, deduct) and approximate date of return. If you have questions, please contact Pat Elias in Personnel concerning the request for leave. Pat.Elias@warren.kyschools.us

It is current policy that you cannot go a month without a paid day in the month, to keep your state benefits (health insurance, HRA) in force. Please contact Valerie Rich with questions. Valerie.Rich@warren.kyschools.us

If you do not have enough accrual days (sick, emergency, personal) to use, then any remaining days out will be used as a deduct day (without pay).

Deduct days are calculated by taking your base contract salary and dividing by 187 contract days to arrive at a daily rate of pay. This daily rate is multiplied by the number of days missed within a pay period and subtracted from your gross pay per check. If the deduct amount exceeds the gross amount, you will have a zero check for that payroll date.

Example: 5 deduct days on one check:

Contract salary 34,190.00 divided by 24 checks = regular gross amount of 1,424.58
Daily rate – 34,190.00 divided by 187 days = 182.83
Minus 5 deduct days @ 182.83 = 914.15
Equals gross amount this check = 510.43

Example: 8 deduct days on one check:

Same regular gross amount of 1,424.58
Minus 8 deduct days @ 182.83 = 1,462.64
Equals negative gross amount, so this would be a zero check for this period.

If you do not have enough remaining in your check to cover the optional deductions, for instance, health insurance, dental, vision, short term disability, etc. then you will need to bring in a check to Valerie Rich, Benefits Coordinator. Any optional coverages not deducted by payroll or a check not brought in, will be subject to immediate termination of that coverage.

Upon your return, if you had any zero checks, your salary is recalculated based on the number of days you worked, paid holidays, plus any paid accrual days (sick, emergency, personal). This is then subtracted by what you have been paid to date. This example assumes you had 45 deduct days and 4 zero checks:

Contract – 34,190 divided by 187 contract days = daily rate of 182.83
Days worked, accrual days, and holidays equal 140 new contract days.
Multiplied by daily rate of 182.83 x 140 = 25,596.20 new contract amount
Minus paid to date – 5 checks @ 1,424.58 = 7,122.90
Balance remaining = 18,473.30
Divided by 15 checks remaining in the year = 1,231.55 new gross amount per check for the remainder of the year including summer checks.

If you do not return from your leave for the remainder of the school year, deduct days are keyed until the last day of school. At that time, your checks will be recalculated based on the remaining checks for June and July.

To purchase the KTRS service credit for any deduct days during the school year, you will be notified by a letter from KTRS at the end of the fiscal year in which you had deduct days. This information is sent to them from the Payroll Office at the end of the fiscal year.