

- 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 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.

ACCUMULATION

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

CHANGE IN STATUS

When a full-time, classified employee with continuous service reverts to a part-time position with no interruption of service, the accumulated sick leave days will be retained and used as outlined in Board policy.

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.

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.

An employee shall be eligible to receive donated sick leave days if s/he meets the following criteria:

- The employee or a member of his/her immediate family suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused

or is likely to cause the teacher or employee to be absent for at least ten (10) consecutive working days; or

- The employee suffers from a catastrophic loss to his/her personal or real property due to either a natural disaster or fire that either has caused or will likely cause the employee to be absent for at least ten (10) consecutive working days;

PERSONNEL

03.2232
(CONTINUED)

Sick Leave

SICK LEAVE DONATION PROGRAM (CONTINUED)

- The employee's need for the absence and use of leave are certified by a licensed physician's statement for leave;
- The employee has exhausted his/her accumulated sick leave, personal leave, and any other paid leave granted by the District; and
- The employee has complied with the District's policies governing the use of sick leave.

Classified employees may donate days only to other classified employees.

Donations of sick leave to an employee are nonrefundable.

AFFIDAVIT

Upon return to work, an employee claiming sick leave must file a personal affidavit 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.

REFERENCES:

[KRS 161.155](#); [OAG 79-148](#); [OAG 93-39](#)
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.22322, 03.2233, 03.273

Adopted/Amended: 07/20/2004

Order #: 2-