

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

Full-time certified employees shall be entitled to ten (10) days of sick leave with pay each school 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 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 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, 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**

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.

**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 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;

**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.

Certified employees may donate days only to other certified employees.

Donations of sick leave to an employee are nonrefundable.

**UNUSED SICK LEAVE**

The Board shall compensate certified employees, or their estate, at the time of retirement for each unused sick day at the rate of 30% of the daily salary for each unused sick day. This calculation is based on the employee's last annual salary.

**AFFIDAVIT**

Upon return to work, a certified 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.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>[KRS 161.155](#), Sec. 2, [KRS 161.152](#), [OAG 79-148](#), [OAG 93-39](#)  
Family & Medical Leave Act of 1993

**RELATED POLICIES:**

03.12322; 03.1233; 03.124; 03.175

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