

## **ADMINISTRATIVE STAFF SICK LEAVE**

At the beginning of each school year, all 12-month administrators will be credited with sick leave at the rate of twelve (12) days for the year. In order to be eligible for the yearly sick leave allowance, the administrator must have completed at least one full day of service.

Unused sick leave may accumulate to a maximum credit of one hundred twenty (120) days. The business office shall notify each administrator at the beginning of his/her contract year as to how many accumulated days of sick leave he/she has to his/her credit.

Beginning in the 2000-01 contract year, when an administrator leaves the district, the board will buy back one-third of an administrator's unused sick leave (up to forty [40] days) based on that individual's most recent daily rate of pay.

Sick leave with pay shall be allowed by the school board whenever an administrator's absence is due to personal illness or physical disability, which prevents his/her attendance at school and performance of duties on that day or days.

A maximum of twelve (12) days per year of sick leave may be used by the administrator for care of seriously ill members of the immediate family. In event of diagnostic examination or major surgery at a hospital outside of the immediate service area, two (2) additional days will be granted if accumulated.

The superintendent shall periodically review the use of sick leave of all administrators. If the review indicates that an administrator's use of such leave is excessive, questionable, or not in accordance with the provisions of this regulation, the superintendent shall submit to the board a report of the review and shall furnish a copy to the administrator, along with a request to have a physical examination, or to submit a written certificate from a physician of the administrator's choice confirming the necessity of an absence due to illness.

An administrator who abuses the sick leave policy is subject to dismissal or other disciplinary action.

Sick leave may be used for surgery or hospitalization for diagnosis only when an emergency is declared to exist by the administrator's physician. (Any administrator on less than a twelve month contract who knows he/she must undergo surgery or hospitalization for diagnosis may not postpone it until school opens and use sick leave for such absence).

Holidays occurring during excused sick leave absence will not be considered deductible from sick leave.

All current or cumulative sick leave shall be canceled upon termination of employment with the following exceptions:

1. if the employee returns to full-time employment status with the school district within one calendar year all accumulated sick leave will be restored;
2. there will be a loss of one-third of the accumulated sick leave days for each elapsed calendar year thereafter; and
3. no accumulated sick leave days will be lost if the employee is granted an official leave of absence.

Administrative staff is eligible to participate in the Sick Leave Bank, according to the Sick Leave Bank Policy.

CONTRACT REF.: Administrators' Organization Agreement

ADOPTED: April 18, 1983  
REVISED: March 14, 1994  
REVISED: April 9, 2001  
REVISED: November 11, 2003  
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