

Book	USD 460 Board Policy Manual
Section	G - Personnel
Title	Sick Leave
Code	GASC
Status	Active
Adopted	July 10, 2023
Last Revised	March 6, 2023
Prior Revised Dates	3/6/2023, 7/17/2017, 12/10/2012, 2/9/2009, 4/23/2001, 6/1/1981

For the purpose of this policy, the following definitions apply.

“Day” is the employee’s regular contracted/work day in hours.

“Immediate family” means the spouse, children/children-in-law, and parents/parents-in-law of the employee.

Each employee shall be granted fifteen (15) days annual sick leave. Employees may accumulate sixty-five (65) days of sick leave. Sick leave, annual and accumulated, may be used for:

- illness of the employee or a member of the immediate family;
- medical appointments of the employee or a member of the immediate family; and
- adoption of a child for whom the employee will become a parent.

A maximum of three (3) days per school year may be granted to each employee to care for relatives of the employee not listed above. Such leaves shall be approved by the superintendent and such days shall be deducted from accumulated sick leave. If possible, requests for this leave should be sub-mitted in writing at least one week in advance of the requested date(s) of leave.

Upon approval by the employee’s supervisor, one (1) day of available sick leave may be used as a personal day.

Additional sick leave for illness of the employee may be granted by the board of education, in the amount that will meet the needs of the employee or until the employee is eligible for KPERS disability benefits.

For a new employee to be eligible for sick leave, one day of the employee’s contract must be worked.

Compensation for Excess Sick Leave

An employee may “sell back” the employee’s accumulated sick leave that is in excess of fifty days at the end of the school year, at the rate of \$30 per day. A maximum of fifteen (15) days will be compensated. The employee must submit a request to the district office for compensation of excess sick leave by May 15. The request must identify the number of days (1-15) for which the employee desires payment. Payment for excess sick leave will be made in the employee’s final paycheck of the fiscal year.