

3.15.4 – SICK LEAVE – CERTIFIED EMPLOYEE

For the purpose of this policy the following definitions shall apply:

- Teacher – shall include any full-time employee of the Van Buren School District who is compelled by law to secure a license (certificate) from the Arkansas Department of Education as a condition precedent to employment.
- Full-Time Employee – shall mean an employee with an annual contract of not less than 190 days that requires a minimum of 20 hours per week or the equivalent number of hours in some other combination of days and hours per day which would equal a minimum of 720 hours per year.
- Sick Leave – shall mean absence from one’s assigned duties for the reason of illness (including disability caused by pregnancy) or accident; or the illness, accident or funeral of a member of the employee’s immediate family. This will also include the hospitalization or funeral of the employee’s grandparents, brothers or sisters, and the funeral of the parents, brothers, or sisters of the teacher’s spouse.
- Immediate Family – shall mean the employee’s spouse, children, parents, and any other relatives or dependents living in the same household.
- Accumulated Sick Leave – shall mean the total number of days of unused sick leave that a teacher has to his/her credit.
- Month – shall mean 20 contracted working days. Ten or more days shall be considered a major portion of a month. The Van Buren School District shall provide sick leave for each of its certified employees at the rate of one day per month or major portion thereof that a teacher is contracted at full pay. If an employee resigns or leaves his/her teaching position for any reason before the end of the school year, the district may deduct from his/her last paycheck full compensation for any day of sick leave used in excess of the number of days earned. Teachers shall be entitled to such leave only for reasons defined above under “Sick Leave.” The principal will have discretion in working with each employee to determine length of sick leave time and the reason for sick leave upon approval of the superintendent or his/her designee.

A record of sick leave used and accumulated shall be maintained in the district office for each certified employee. Sick leave that is unused by a teacher during any school year shall be accumulated in each certified employee’s sick leave account at the rate of one day per month or major portion thereof until 90 days have been accumulated. Teachers who qualify for sick leave as defined above and approved by the principal may use any amount up to their total number of accumulated days. Accumulated days of sick leave that are used up may be restored up to 90 days in the same manner they were first accumulated. A certified employee who misses 5 or more consecutive days because of illness or accident MUST submit to the principal a statement of verification of illness or disability from a medical doctor.

At the end of each school year, certified employees will be paid for accumulated sick leave in excess of 90 days at the current rate of substitute pay. Teachers who retire from the field of education at the end of service to the Van Buren School District will receive pay for all accumulated sick leave at the rate of substitute pay for the year immediately preceding retirement if they meet any of the following requirements:

- The employee worked the final five years in the Van Buren School District and has accumulated at least 28 years of service in Arkansas public schools.
- The employee worked the final five years in the Van Buren School District, has accumulated at least 25 years of service in Arkansas public schools, and has reached the age of 62 years.
- The employee has worked the final 12 years in the Van Buren School District and has met the Arkansas Teacher Retirement System requirements to draw retirement pay from the system.

Verification of retirement from the field of education will be required prior to payment for any accumulated sick leave under requirements listed above. Any certified employee beginning employment in the Van Buren School District shall be granted accumulated sick leave, not to exceed 90 days earned in any other Arkansas Public School District. It is the responsibility of the certified employee to get an authorized statement from the previous school district to verify the accumulated days.

Days lost by certified employees in excess of those provided for sick leave described above, personal business leave described in Board policy 3.15.1 – personal Business Leave – Certified Staff, or professional leave described in board Policy 3.15 – Professional Leave, will result in the loss of one day pay to be determined by the following formula:

- $\text{Annual Contract Salary} / \text{Number of Contract Days} = \text{Daily Rate of Pay}$

Sick leave and family medical leave will run concurrently.

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