

## **8.6 -- SICK LEAVE - CLASSIFIED EMPLOYEES**

This policy is applicable to all CLASSIFIED employees with the exception of Bus Drivers.

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

**SCHOOL EMPLOYEE - shall include any employee of the Van Buren School District who works not less than 20 hours per week.**

- a. **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 employee's spouse.
- b. **IMMEDIATE FAMILY** - shall mean the employee spouse, children, parents, and any other relatives or dependents living in the same household.
- c. **ACCUMULATED SICK LEAVE** - shall mean the total number of days of unused sick leave that an employee has to his/her credit.
- d. **MONTH** - shall mean twenty (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 appropriate school employees covered by this policy (with the exception of Bus Drivers) at a minimum accumulation rate of one (1) day per month or major portion thereof that the employee is employed at full pay. Such accumulation shall begin with the first month or major portion thereof beginning with the first month or major portion thereof beginning with the first day of the first school term for which each such individual is employed. If an employee resigns or leaves his/her employment position for any reason before the end of the school year, the District may deduct from his/her last pay check frill compensation for any day of sick leave used in excess of the number of days earned. An employee shall be entitled to such leave only for reasons defined under "SICK LEAVE" above. The principal/supervisor will have the 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 for each employee. Sick leave that is unused by an employee during any school year shall be accumulated in such employee's sick leave account at the rate of one (1) day per month or major portion thereof that the individual is employed until ninety (90) days have been accumulated. An employee who qualifies for sick leave as defined above and approved by the principal/supervisor may use any amount up to their total number of accumulated days. Accumulated days that are used up may be restored up to ninety (90) days in the same manner that they were first accumulated.

A classified employee who misses five (5) or more consecutive days because of illness or accident must submit to the principal/supervisor a statement of verification of disability from a medical doctor. If an employee is absent in excess of accumulated sick leave days, one day's pay will be deducted from the salary. At the end of each year classified employees will be paid for accumulated sick leave in excess of ninety (90) days at the rate of \$40 per day. Classified employees 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 \$40 per day for the year immediately preceding retirement if they meet any one of the following three requirements:

1. Worked the final five years for the Van Buren School District and have accumulated at least twenty eight (28) years of service in Arkansas Public Schools.
2. Worked the final five years for the Van Buren School District, have accumulated at least twenty-five (25) years of service in Arkansas Public Schools, and have reached the age of sixty-two years.
3. Worked the final twelve years for the Van Buren School District and have met any of the requirements to draw retirement pay from the Arkansas Teacher Retirement 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 classified employee beginning employment in the Van Buren School District shall be granted accumulated sick leave, not to exceed ninety (90) days earned in any other Arkansas Public School District. It is the responsibility of the classified employee to get an authorized statement from the previous school district to verify the accumulated days.

Days lost by classified employees in excess of those provided for sick leave described above or personal business leave described in Policy 8.6.2 Personal Business Leave – Classified Personnel will result in the loss of one (1) days pay to be determined by the following formula:

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

Approved by Board of Education 2/09/88

Amended by Board of Education 6/11/91

Amended by Board of Education 6/08/99

Amended by Board of Education 5/19/09

Amended by Board of Education 7/13/10

Amended by Board of Education 8/17/10

Amended by Board of Education 6/14/11