SICK LEAVE

Each Regular Full-Time employee, Part-time with Benefits employee, and Regular Part-Time employee shall receive sick leave benefits. The length of an employee’s “day” will be the number of hours regularly scheduled during a typical work day.

Each 10-month employee is vested with ten (10) days of Sick Leave annually, and each twelve-month employee is vested with twelve (12) days of Sick Leave annually.

Unused Sick Leave will accumulate from year to year and appropriate credit will be given for validated accrued sick leave when employees transfer employment to the district from another district within the State of Oklahoma. However, the maximum accumulation of sick leave credit days shall not exceed one hundred twenty five (125) working days. Upon termination of the employee, he/she or the beneficiary will be paid at his/her daily rate for those days in excess of sixty (60) days with a maximum of twenty days. Certified teachers are subject to provisions in the sick leave policy covered under the ACT agreement with the Board of Education.

An employee may use his/her accrued Sick Leave days because of personal illness or illness in his/her family which includes husband, wife, son, daughter, mother, father, or corresponding in-laws or a relative that resides permanently in the employee’s home.

To effectively serve the needs of the employees of the district it is necessary that controls be exercised to avoid the misuse of Sick Leave. Any employee may be required to submit appropriate evidence concerning the cause of his/her absence to qualify for sick leave benefits. Appropriate evidence may include the following:

1. A physician’s statement endorsed by the employee.
2. Employee statement endorsed by the Assistant Superintendent or immediate supervisor.
3. Copies of claim submitted for insurance benefits.
4. Other information as may be indicated by the circumstances.

Appropriate evidence will be submitted when requested by the Assistant Superintendent or the Superintendent as indicated.

1. Sick Leave claim on days of unusual or inclement weather.
2. Sick Leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends.
3. Sick Leave claims during the last four weeks of employment. Sick leave records shall be kept by the administrative office and shall be considered final.
4. Employees hired during the school year will be credited with sick leave on a pro rate basis.

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