

**SICK LEAVE
CERTIFIED PERSONNEL
(REGULATIONS)**

The board of education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.
2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or accidental injury, illness or death in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days.
3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel as long as the employee has leave available to use.
4. Unused sick leave shall be cumulative to a total of ninety (90) days and is transferable to any other school district in Oklahoma where the teacher is employed the next succeeding school year. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
 - A. Physician's statement endorsed by the employee
 - B. Employee statement endorsed by the campus director or immediate supervisor
 - C. Copies of claim submitted for insurance benefits
 - D. Other information as may be indicated by the circumstances
6. Appropriate evidence will be submitted when requested by the campus director, immediate supervisor, or the superintendent in the following situations:
 - A. Sick leave claim on days of unusual or inclement weather
 - B. Sick leave claim during the last four weeks of employment
 - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
 - D. Reasonable cause exists to believe that sick leave benefits are being abused

SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS (Cont.)

7. When a teacher's accrued sick leave is exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive, for a period not to exceed twenty (20) days, his or her full contract salary less the amount:
 - A. Actually paid a certified substitute teacher for his or her position if a certified substitute teacher is hired, or
 - B. Normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.
8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for up to 12 work weeks of unpaid leave under the family leave policy. If a teacher is not eligible for family and medical leave pursuant to the conditions set forth in board policy, the board of education, at its discretion, may grant an unpaid leave of absence or dismiss the teacher after a teacher's accrued sick leave and the additional twenty (20) days have been exhausted.
9. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

NOTE: **The term "immediate family" has been defined as spouse, children, or parents.**

REFERENCE: **70 O.S. §6-104**
 Atty. Gen. Op. No. 84-12
 Atty. Gen. Op. No. 91-632

CROSS-REFERENCE: **Policy DEBA, Annual Leave**
 Policy DECA, Family Leave

Adopted: **January 1994 as policy P-120**
Revised: **November 1995**

OSSBA POLICY SERVICES REVIEW NOTES:

Payment for unused sick leave days may be made only upon termination of employment. Please see referenced AG Opinions. In reference to the Putnam City Schools audit, the provision of an incentive bonus appears to be a gift in conflict with Article 10, §15(A) of the Oklahoma Constitution.