

**SICK LEAVE
SUPPORT PERSONNEL
(REGULATIONS)**

The board of education will provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.
2. The superintendent of schools, or his designee, shall be responsible for administering this plan.
3. A support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment. The one day sick leave per month equals the number of hours the employee normally works per day. Personnel working in a 12-month position will be allowed 12 days of sick leave; those in a 10-month position will be allowed 10 days of sick leave.
4. Unused sick leave shall be cumulative to a total of ninety (90) days.
5. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.
6. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 sick leave days.
7. 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.
8. If a support employee 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 place the employee on unpaid leave of absence or dismiss the employee after accrued sick leave had been exhausted.

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

SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS (Cont.)

REFERENCE: 70 O.S. §6-101.40
70 O.S. §6-104
Atty. Gen. Op. No. 84-12
Atty. Gen. Op. No. 91-632

CROSS-REFERENCE: Policy DEC-R3, Emergency/Personal Business Leave, Regulations
Policy DED-R2, Bereavement and Hospitalization Leave, Regulations

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