

SICK LEAVE POLICY  
(ADMINISTRATIVE PERSONNEL)

Administrative personnel shall accrue one sick leave day for each contractual month employed from July 1 to June 30 each year to maximum of one hundred sixty (160) working days. Sick leave benefits shall vest at the beginning of the school year.

1. An administrator may be absent from his or her duties due to personal accidental injury, illness, or pregnancy, or accidental injury or illness in the immediate family. Immediate family is defined as spouse, children, parents, siblings, grandparents, and any person residing in the administrator's household.
2. Days taken off for funeral of immediate family of an administrator or spouse in addition to days allotted in the Bereavement Leave Policy, can be counted as sick leave, and the days for such purposes will be subtracted from sick leave total. Other instances of death or illness will be left to the discretion of the superintendent.
3. Use of sick leave for relatives not defined as belonging to the immediate family may be granted by the superintendent upon request.

Revised: 12-16-91

Revised: 01-13-03