

# ADMINISTRATIVE REGULATION

No. 418

**Board of Trustees**

**Douglas County School District**

**CLASSIFIED STAFF**

## ACCUMULATION OF SICK LEAVE

Sick leave may be accumulated from one year to the next. The maximum number of unused sick leave days accumulated shall be limited by the total number of days for which one is contracted annually, exclusive of holidays or days worked beyond one's base contract. In the case of 260-day employees, the maximum accumulation shall be limited to 248 days.

Should the number of days for which an employee is contracted decrease, resulting in a lower accumulation maximum, the number of unused sick leave days credited to him beyond his new maximum accumulation shall continue to be credited to him until such time that all days over his new maximum have been used. Additional sick leave days will not accrue to the employee until his accumulation of sick leave days drops below his new maximum.

[See Policy related to this Administrative Regulation](#)

Revised: 02/11/86