SIDNEY CITY SCHOOLS HANDBOOK

ADMINISTRATIVE STAFF

Adopted 7/1/2024

ADMINISTRATIVE HANDBOOK

INDEX

ARTICLE 1
ATTENDANCE INCENTIVE

If the employee uses no paid personal leave, the Board will pay a total of $600. For unused paid personal leave days, the board will pay the employee $200 per day.

The Board will pay any employee $100 for no use of sick leave twice in a contract year if the employee has been employed every scheduled work day of the full contract during the time periods of July 1 to December 31 and January 1 to June 30 of each year. The first payment for no use of sick leave will be for the time period of July 1 to December 31 of each year and the second payment will be for the time period of January 1 to June 30 of each year.

ARTICLE 2
CALAMITY DAYS

Calamity days for administrative staff is as follows:

- Superintendent, Treasurer, Directors (260 day contracts) do not get calamity days.
- Principals: Report to the building to make sure all is secure and free to leave.
- Assistant principals/School Psychologists: Receive 5 calamity days per school year. If school district is closed beyond five (5) days the following options are available:
    a. Report to work normal hours.
    b. Use personal day.
    c. Not report to work and not be paid.

ARTICLE 3
CONTRACT YEAR

When Sidney Schools initially employs an administrator, the length of the contract shall be decided on a case-by-case basis. All subsequent contracts shall be offered in accordance with Ohio Revised Code as a minimum. The Board of Education has the discretion to offer longer-term contracts to individual administrators on a case-by-case basis.

The length of the contract year shall be administered in the following manner:

Administrative Positions	Days
Superintendent / Directors / High School Principal / Technology & Communication Directors / Special Education & Business Operations Directors / Asst. Superintendent / Food Services	260
Middle School Principals	225
High School Assistant Principals / Athletic Director	220
Elementary School Principals / SAS Principal / Middle School Assistant Principals / School Psychologists	215

The Board has the discretion to change the length of contract for any administrator at the initial point of employment.

ARTICLE 4
EVALUATION PROCEDURE

1. Observations and Conferences

A pre-evaluation conference may be conducted if deemed necessary or advisable by the evaluator.

Formal observations may be made of the administrator; either announced or unannounced, but shall not be a required element of the evaluation process. Whether formal observations are appropriate to the position shall be determined by the evaluator on a case-by-case basis.

A final written evaluation report shall be produced in a manner deemed appropriate by the evaluator, in consultation with the administrator. This evaluation report may be combined with the evaluation instrument(s), or may be a separate document. The evaluation report shall be signed and dated by the administrator and the evaluator at the conclusion of the post-evaluation conference. The signature of the administrator shall not necessarily indicate agreement with the evaluator's comments or conclusions, but only that the administrator has been made aware of such comments or conclusions. A copy of the evaluation report shall be provided to the administrator upon request.

The final evaluation report for an administrator in the last year of a contract shall include the Superintendent's intended recommendation to the Board concerning the renewal or non-renewal of the contract.

2. Number and Timing of Evaluations

a. Administrator Not in Final Year of Contract

An administrator not in the final year of a contract shall be evaluated at least once during the school year. A written copy of the evaluation report shall be provided to the administrator no later than the end of the administrator's contract year as defined by the administrator's annual salary notice.

b. Administrator in Final Year of Contract

An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one preliminary evaluation and one final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

3. Meeting with the Board

Each administrator shall be provided the opportunity to meet with the Board of Education in executive session prior to the Board's action on a contract. In this meeting, the Board shall discuss its reasons for considering the renewal or nonrenewal of the contract. The administrator may be accompanied by a representative at the meeting. However, no witnesses or other persons may appear with or on behalf of the administrator without the express permission of the Board.

Written notice of the right to have such a meeting with the Board shall be provided in accordance with law to each administrator whose contract is expiring at the conclusion of the current school year.

ARTICLE 5
INSURANCE AND COVERAGE

The Board will provide the following contributions to be used for medical and dental insurance premiums:

Board - 80%
Employee - 20%

The Board will pay the premium for life insurance at 100%. The Board will offer a full range Section 125.

Specifics of the Medical/Dental/Life Insurance plans will be available in the Human Resources Department, Building Administrators Office, and on the district web page. Effective January 1, 2022, only the High Deductible Health Plan will be available to members.

For the 2025, 2026 and 2027 plan years, the Board shall make a $1000 deposit into the employee's health savings account ("HSA") if the employee is on a single plan. For the 2025, 2026, and 2027 plan years, the Board shall make a $2000 deposit into the employee's HSA if the employee is on an employee + child or family plan. Payment will be made in two installments, the first no later than January 15th of each year and the second in July of the plan year no later than July 15th. Employees may elect to have additional sums deposited into his/her HSA through payroll deduction.

An employee may not designate an amount in excess of his/her net pay for a pay period. If an employee leaves employment prior to the repayment of all sums designated pursuant to the 2024-2027 agreement, the District may withhold any amounts due from the employee's remaining wages.

All employees that work at least 3 1/2 hours per day and 120 days per year will receive payment of benefit coverage on a percentage basis with an employee share of 20%. Employees hired prior to August 1, 2011, will remain eligible for insurance benefits for the life of this agreement provided that these employees do not bid on an existing route of less than 3 1/2 daily contract hours.

A. Term Life insurance

The Board shall pay the cost of $90,000 term life insurance for all employees regularly employed on contract. A double-indemnity accidental death clause shall be included in the policy.

Upon retirement, a current member of the group covered by this policy may convert and individually purchase this life insurance policy. This policy may be issued without additional benefits at the standard rate at the current age of the insured. The policy shall be issued regardless of the age or health of the insured. Applications must be submitted within thirty-one (31) days of the insured's separation date of the group policy.

B. Benefit Options

Members have several options to choose from in determining the level of benefit coverage desired. They are as follows:

1. Receive all insurance coverage provided as stated above at the per policy amount specified in this agreement.

2. Receive no medical insurance coverage provided and receive a cash benefit of $2,250 during the length of this contract. All staff members are eligible for the opt-out incentive except for married couples who are both employed by the district.

C. To receive option 2 the following applies:

1. Only one Annual Cash Benefit would be issued per plan. Employees must be employed by October to be eligible for this benefit. Any employee hired after October shall receive a prorated rate of the medical cash benefit.

2. Enrollment dates would be limited to the October open enrollment period and will be in effect until the following October open enrollment period. Applications will be available through the treasurer's office.

3. To regain full insurance coverage for the following year the employee must request in writing during the October open enrollment period.

4. To regain benefits after the October open enrollment period the employee must either forfeit cash payment or reimburse cash payment. All insurance company rules supersede all other agreements.

5. Checks will be issued on the second payroll of December.

ARTICLE 6
LEAVE OF ABSENCE
EXTENDED UNPAID LEAVES OF ABSENCE

Illness or Disability:

1. Upon the written request of an administrator, where illness or other disability is the reason for the request, the Board shall grant an unpaid leave of absence not to exceed two consecutive school years. Upon subsequent written request, such leave may be renewed by the Board.

2. Without request, the Board may place an administrator on an unpaid leave of absence because of physical or mental disability, but the administrator may request a hearing on such leave as in the case of a termination of employment.

3. An administrator shall resume the contract status he/she held prior to an unpaid leave upon his/her return to service at the expiration of the leave.

Other Purposes:

Upon the written request of an administrator, the Board may grant an unpaid leave of absence for reasons other than illness or disability, not to exceed two consecutive school years. The Superintendent may approve an unpaid leave of absence not exceeding ninety (90) days in a single school year.

FMLA / Types of Leave:

An eligible employee may take FMLA leave for;

1. The birth and first year care of a child;
2. The adoption or foster placement of a child;
3. The serious illness of an employee's spouse, parent, or child;
4. The employee's own serious health condition that keeps the employee from performing the essential functions of his job.
5. Qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a military members on covered active duty (or has been notified of impending call or order to covered active duty) in the Armed Forces. Covered active duty is defined in AG 3430.01.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness may take up to a total of twenty-six (26) work weeks of job protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, during a "single twelve (12) month period" to provide physical and/or psychological care for the covered service member ("Military Care Giver Leave")

Spouses Employed by the District

If a husband and wife are employed by this school district and are both eligible for FMLA leave, their combined amount of leave for birth, adoption, foster care placement, and parental illness will be limited to 12 weeks. If the leave is requested because of the employee's own illness, or due to the illness of a child or of the other spouse, each spouse is entitled to 12 weeks of leave. An employee may not take FMLA leave to care for a parent-in-law.

Intermittent and Reduced Leave

Intermittent leave is leave taken in several blocks of time due to a single illness or injury. Reduced leave is a leave schedule that reduces an employee's usual number of hours per work week or hours per work day.

Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child adoption/placement of a child.

The district may provide such medical leave but the district may transfer the employee to a position which is equivalent, but more suitable for intermittent periods of leave. The employee must furnish the district with the expected dates of the planned medical treatment and the duration of the treatment. The Superintendent must authorize such leave in writing.

Benefits

The district will maintain the employee's health coverage under the district's group health insurance plan during the period of the FMLA leave. The employee should make arrangements with the treasurer to pay the employee's share of health insurance (e.g., family coverage) prior to the beginning of the FMLA leave. The employee will not lose any other employment benefits such as group life insurance, sick leave, educational benefits and pensions accrued prior to the date on which leave began, but is not entitled to accrue seniority, or sick leave credits during the sick leave period, unless accrued paid leave is used.

Notice

When the FMLA leave is foreseeable, the employee must notify the district of his request for leave at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the district's operations. The district may deny the leave if the employee does not meet the notice requirements.

Certification

The district may require the employee to provide certification from a health care provider containing specific information required under the law if he requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required both at the expense of the district.

Upon the employee's return to work, the district will require that the employee present a fitness statement

from the employee's health care provider certifying that the employee is able to return to work.

Restoration

When the employee returns from the leave, the district will restore the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment in accordance with Board policy.

Under certain circumstances, the district may deny restoration to a key employee. The district will comply with the notice requirements of the FMLA in denying restoration, a key employee is one who is among the highest paid 10 percent of the employees and whose absence would cause the district to experience a substantial and grievous economic injury.

Failure to Return

The district is entitled to recover health care premiums paid during the leave if the employee fails to return from leave; however, recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.

An employee who does not return to work upon expiration of the Family Medical Leave shall have his/her employment terminated, unless said employee has other approved leave, or is deemed to be disabled according to SERS rules.

Provisions

Any question concerning Family Medical Leave not covered in this section of the negotiated agreement shall be governed by provisions in the relevant sections of the Family Medical Leave Act of 1993 or as amended. Provisions of this section superseded by the FMLA of 1993 may be the subject of negotiations by the parties.

ARTICLE 7
MILEAGE REIMBURSEMENT

Any staff member who, as a part of his/her assignment,* is required to travel in his/her own vehicle, shall be compensated at the current IRS rate. The staff member will keep an accurate log of all mileage accumulated and turn the log in to the appropriate administrator.

*(Note – this included taking a student home when necessary.)

ARTICLE 8
HOLIDAYS

The Board of Education will follow provisions in ORC 3319.087 plus two (2) days for all 12-month employees and one day for 9 and 10-month employees.

11 and 12 Month Employees

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas
Christmas Day

9 and 10 Month Employees

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Employees must accrue wages the scheduled work day before and the scheduled work day after the holiday to receive holiday pay. All work performed on Easter Sunday shall be paid at two times the employee's regular hourly rate for all hours actually worked.

ARTICLE 9
PAYROLL DEDUCTIONS

Deduction shall be provided for administrators for the following purposes:

A. Professional Dues

The administrator shall notify the Treasurer by September 15 of his/her participation in payroll deduction and shall indicate the total amount to be deducted from each check.

B. Credit Union

Administrators participating in the credit union shall have their authorized deductions made from each paycheck. Changes in the amount deducted shall be made in accordance with the rules and regulations of the credit union, the regulations being subject to agreement by the Board of Education.

C. United Way

Authorized deductions shall begin with the first paycheck in November and shall be equally distributed over twenty pays, if the treasurer's office is notified by November 15.

D. Insurance and Annuities

Administrators participating in any insurance or annuity program shall have their authorized deductions made from each paycheck.

ARTICLE 10
PERSONAL LEAVE

A. Personal leave will be granted to each administrator at the rate of five (5) non-cumulative days per year. These days shall be designated into two categories, personal leave with pay, and personal leave without pay.

1. Personal Leave with Pay

   These days shall not exceed three (3) in number each year and shall not be used on the first or last day of school, the day before or the day after a non-student day.

2. Personal Leave Without Pay

   These days shall not exceed two (2) in number each contract year, shall be without pay. These days shall not be used on the first or last day of school, the day before or the day after vacation periods, or on professional conference days. In emergency situations not covered by other leaves, the superintendent may waive these restrictions on a case by case basis with the presentation of valid reasons.

Notification of absence for all personal leaves must be reported to the appropriate administrator in writing at least three (3) days in advance. In emergency situations such as an act of nature, the Superintendent may waive the three day requirement. The decision of the Superintendent is final and binding on all exceptions listed in this policy. The appropriate administrator will be responsible for initial approval and forwarding the form to the Superintendent for final approval. The maximum number of consecutive days of any type of personal leave shall be two (2).

$200–per day incentive will be awarded to any administrator for any unused paid personal leave (full days only). New hires in the middle of the contracted year shall work 120 days for personal leave incentive eligibility.

ARTICLE 11
PROFESSIONAL LEAVE

All administrators are encouraged to attend workshops and educational meetings each year to assist them in improving their leadership skills. The Board of Education authorizes the Superintendent to establish funds at either the district or building level to pay for costs incurred at these meetings. The Superintendent, or his designee, shall approve attendance at such meetings based on merit and sufficient funds.

ARTICLE 12
SALARY SCHEDULES

The Board of Education shall establish and maintain a salary range for all administrators in the district and shall review the salary schedule on an annual basis. The Superintendent of schools shall have sole discretion in placing an administrator on an appropriate step upon initial employment.

Salary Schedules are as follows:

ARTICLE 13
SEVERANCE/RETIREMENT

A. Severance-Retirement pay shall be a one-time, lump sum payment to employees eligible under the following provisions and guidelines. This article does not apply to administrators who have retired under the State Teachers Retirement System and have been hired by the Board.

B. Eligibility

A staff member's eligibility for retirement-severance pay shall be determined as the final date of employment. The criteria are:

1. The individual retires from the school system.

2. Retirement means disability or service retirement under any state or municipal retirement system in this state.

3. The individual must be eligible for disability or service retirement as of the last date of employment.

4. The individual must, within 120 days of the last day of employment, prove acceptance into the retirement system by having received and cashed his/her first retirement check.

5. The individual must have at least ten (10) years of service within the retirement system.

6. The individual must sign for a retirement check certifying all eligibility criteria have been met.

7. Administrators hired on or after September 1, 2006, will fall under this item as follows:

   The individual must have seven (7) years of service with the district to be eligible for 100% of the retirement/severance package. Individuals retiring before seven (7) years will have the retirement/severance package pro-rated as follows:

   1 year of service – 10% of the package
   2 years of service – 20% of the package
   3 years of service – 30% of the package
   4 years of service – 45% of the package
   5 years of service – 65% of the package
   6 years of service – 85% of the package
   7 years of service – 100% of the package

C. The employee must make an application for Retirement-Severance pay according to procedures adopted by the Board.

D. Such payment shall be made no later than 60 days after the application is filed and the staff member's retirement is verified to the office of the Treasurer by the retirement system and provisions in B above. If permissible by the IRS, the staff member may request a lump sum payment be deferred until January 15 of the following calendar year. Notification to the Treasurer must be made prior to the Board accepting the resignation.

If an employee actively employed by the District, and eligible for immediate retirement under the State Teachers' Retirement System, dies before actually retiring, any retirement-severance pay due such employee under the provisions and limitations of this Article shall be paid to the estate of the deceased employee.

E. Benefit Calculation

1. (a) Multiplying the employee's accrued but unused sick leave up to a maximum of 120 days by twenty-five percent (25%).
   (b) Multiplying the employee's accrued but unused sick leave in excess of 120 days by fifteen percent (15%).
   (c) After 30 years, multiply the employee's accrued but unused sick leave in excess of 120 days by twenty percent (20%).

2. Multiplying the sum of la and 1b or 1c times the per diem rate of pay appropriate for that individual's placement on the base salary schedule exclusive of overtime and/or supplementary salaries.

3. The amount of the benefit calculated in steps one and two shall not exceed the value of 48 days of accrued sick leave. After 30 years, the amount of the benefit calculated in steps one and two shall not exceed the value of 58 days of accrued sick leave.

F. Procedure for applying for Retirement-Severance Pay for accrued sick leave:

1. Complete the appropriate form obtained from the Board Treasurer.

2. Submit the completed form to the Superintendent who will work with the Board's Treasurer to verify the information contained on the submitted form.

3. Complete the appropriate forms for retirement obtained through the appropriate state retirement system.

4. Prepare a letter of resignation confirming the retirement and submit this letter to the Superintendent of schools who will present it to the Board.

5. Notify the Board's Treasurer upon receipt of official notification of retirement approval by the appropriate state retirement system.

6. Upon official notification of the retirement approval by the appropriate state retirement system, the Treasurer shall cause the cash payment to be made directly

to a tax deferred 403B account administered by VOYA, according to the provisions of the adopted Accumulated Leave 403B Plan of the Sidney City School District and provisions governing the office of the Treasurer.

G. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.

H. One-time Retirement Payment:

In addition, if requirements B 1 through 5, and E 1 through 3 are met, the Sidney Board of Education will agree to a one-time retirement payment of $1,000.

ARTICLE 14
SICK LEAVE

A. Administrators shall be entitled to fifteen (15) days sick leave with pay for each year under contract, which shall be credited at the rate of one and one fourth (1 1/4) days per month. Unused sick leave shall be cumulative up to 240 days. The sick leave form will be used for each absence. Administrators shall be entitled to accrue 250 days of sick leave through their 30th year of service. Days will accrue to 260 in the 31st year and thereafter.

B. Administrator absence from duty without forfeiture of pay may be allowed for the following reasons: personal illness, injury, pregnancy, exposure to contagious disease which would be communicated to other employees, doctor's appointments, and for illness, or injury, in the employee's immediate family. Immediate family shall be defined as the staff member's direct step, and in-law relatives, including the following: parent, spouse, child, foster child, or any relative living in the employee's household, including grandchildren. The district may permit up to three (3) days sick leave for catastrophic illness or injury of a grandparent or grandchild. The Superintendent may permit sick leave for the death or catastrophic illness or injury of other family members or relatives on an individual case basis. The decision of the Superintendent shall be final and binding.

C. Absence due to death in the immediate family or person in the same household is not to exceed five (5) days. Additional days may be granted on an individual basis. The decision of the Superintendent shall be final and binding. Immediate family is defined as the staff member's direct, step, and in-law relatives including the following: spouse, father, mother, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, brother, sister, child, step-child, in-laws of the relationship above and anyone living in the same household. Deaths outside of the definition for immediate family would qualify for personal leave.

D. An administrator who has no accumulated sick leave will be advanced five (5 days) of sick leave each school year, if necessary. Such advance will be charged against the subsequent accumulation of that member. Any administrator who is advanced sick days and then resigns or is terminated or does not return to work shall have the advanced sick days deducted from his/her last payroll check or shall be required to reimburse the district.

E. A $100 incentive will be paid to any administrator for no use of sick leave twice in a contract year if the administrator has actively worked the entire length of the full contract for the time periods of July 1 to December 31 and January 1 to June 30 of each year. The first payment for no use of sick leave will be for the time period of July 1 to December 31 of each year and the second payment will be for the time period of January 1 to June 30 of each year.

ARTICLE 15
STAFF CONTRACTS AND COMPENSATION PLANS

The board believes that fair compensation plans are necessary in order to attract and hold highly qualified administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for administrators, with the exception that the salary of the Superintendent will be reviewed annually and determined by the Board. Notice of the annual salary will be given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract will specify the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave, and any paid holidays in the contractual year.

An administrator who has earned teacher tenure in the school district will retain such status while serving as an administrator. Any administrator who previously obtained tenure in another district will achieve teacher tenure in the district after re-employment with two or more year's experience as an administrator in the district.

The Superintendent's recommendation will be considered in all contract renewals. All administrators whose contract will expire at the end of the school year will receive a completed written evaluation at least 60 days before any action of the Board on their contracts of employment. Before June 1, any such employee will be notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his contract. In addition, before June 1 of the year in which the contract of employment expires, any administrator whom the Board intends to non-renew will receive written notification of the Board's intent not to re-employ.

ARTICLE 16
S.T.R.S. CONTRIBUTIONS

The STRS/SERS contribution shall be paid in the following manner:

4.5% by the Board, balance by the administrator

The balance paid by the administrator shall be in accordance with a salary reduction agreement, as per the STRS/SERS resolution.

ARTICLE 17
TERM LIFE INSURANCE

The Board shall pay the cost of term life insurance for all administrators regularly employed on contract equal to double the sum of their regular salary up to a maximum of $90,000. A double-indemnity accidental death clause shall be included in the policy.

Upon retirement, a current member of the group covered by this policy may convert and individually purchase this life insurance policy. This policy may be issued without additional benefits at the standard rate at the current age of the insured. Applications must be submitted within thirty-one (31) days of the insured's separation date of the group policy.

ARTICLE 18
TUITION REIMBURSEMENT

A. The professional improvement of the advancement of a staff member shall be the object of the credit earned.

B. Courses for reimbursement must have approval by the Superintendent and require a transcript and proof of payment.

C. A grade requirement of “B” or better or “passing” in a pass/fail course will be required for reimbursement.

D. Application for reimbursement must be presented to the Superintendent prior to October 1. A single reimbursement payment for the entire year will be made to the staff member.

E. The Board will reimburse $150 per semester hour, for approved course work. Course work must be approved by the Superintendent or designee.

ARTICLE 19
VACATION LEAVE

Administrators who work 260 days per year shall be entitled to 20 days of vacation leave per year, accumulative to a total of 30 days. All use of vacation leave must be approved by the superintendent. All unused vacation days shall be paid to the administrator at his/her daily salary rate upon termination of employment. The Superintendent has the discretion to mandate that all or part of vacation leave must be used before the last date of employment.

ARTICLE 20
WORKERS' COMPENSATION

In the event of a service-connected occupational illness or injury, as determined by the Industrial Commission, administrative staff shall have the following options:

1. Elect to use accumulated sick leave credits first and go under Workers' Compensation when sick leave credits are expired.

2. Elect to use the wage package provided by the Workers' Compensation laws. If this option is chosen, and with a signed agreement between the employee and the Board authorizing the Industrial Commission of Ohio to mail compensation warrants in care of the Board, and the employee agreeing to endorse said warrants to the Board, the Board will pay 100% of the base wage of the employee. Appropriate deductions will be made from the employee's accumulated sick leave credits to cover the difference between the Workers' Compensation warrants and the employee's normal base wage. These deductions will continue until the employee's accumulated sick leave credits are used up, at which time payment from the Board will cease and the employee shall receive only warrants from the Industrial Commission.