

SICK OR BEREAVEMENT LEAVE AND BENEFITS

I. Credit and Earning of Sick Leave

A. Regular Full-Time Employees

Full-time classified employees (five and one-half [5 1/2] hours or more per day) of Unified School District No. 501 shall be credited one day of sick leave per month for each month worked during the first year of employment. Sick leave begins to accrue the month following the employee's hire date.

All certificated and administrative employees that begin employment after the beginning of the official duty year will be credited with the same number of days of sick leave as the number of months remaining in the duty year.

At the beginning of the second year of employment, employees will be credited with the same number of days of sick leave as the number of months the employee is scheduled to work in the year. This crediting of sick leave will continue each year thereafter. Unused leave shall be accumulated from year to year for employees until officially terminated. Each day of absence used in excess of accumulated leave, as provided herein, shall be deducted from their pay. No compensation will be given upon termination for unused sick leave, except as allowed by this policy, the professional agreement, employee handbooks or individual contracts.

B. Part-Time Employees

Regular part-time food service employees who have completed one year of service in Topeka Public Schools will be eligible for sick leave. Sick leave shall be credited at the beginning of the second year of employment and will be in direct proportion to the number of hours worked per day. All other part-time employees are not eligible to receive sick leave.

II. Conditions of Use

Sick leave may be used for absence related to personal illness or physical disability, a death in the immediate family or critical illness in the immediate family. Misuse of sick leave shall be considered a serious infraction subject to disciplinary action. An employee on sick leave during the year shall be compensated at the regular rate of pay while absent from work, provided the following conditions are met:

- A. The employee shall notify the immediate supervisor or the supervisor's designee of the needed use of sick leave and the reasons therefore prior to the beginning of each school day.**
- B. The Board of Education reserves the right to require any employee claiming**

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sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability. If used for personal illness, upon request the employee shall, within three (3) work days, provide the superintendent or the superintendent's designee a certificate by a licensed physician verifying the employee's illness or physical disability.

- C. If for personal illness or physical disability, the physician's certificate shall state the reasons said employee is unable to perform assigned duties.
- D. If the leave is used as a result of a death in the immediate family (husband, wife, child, stepchild, brother, sister, parent, parent-in-law, grandchild, grandparent, or any person in the dwelling unit), it shall not exceed three (3) work days.
- E. If used for critical illness in the immediate family, (husband, wife, child, stepchild, parent, or any person living in the dwelling unit), upon request by the superintendent, a physician's certificate shall, after three (3) work days, be furnished verifying the critical illness of the member of the immediate family.

III. Summer School Employees

Certified employees under contract and classified employees who are teaching summer school may use credited sick leave during the summer session.

IV. Sick Leave Pay on Retirement or Death

- A. Each administrative and certified employee and all full-time classified employees who have:

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- 1. Completed three consecutive years of employment immediately preceding retirement or death;**
- 2. Completed ten years of school service, as recognized by the Kansas Public Employees Retirement Board and/or the Topeka Board of Education; and**
- 3. Attained disability or retirement eligibility as recognized by the Kansas Public Employees Retirement board and/or the Topeka Board of Education at the time of their retirement or death, shall be eligible for additional compensation for no more than sixty (60) days of accumulated sick leave, according to the following schedule:**
 - 10-19 years of school service25%**
of the total of the employee's unused sick leave
 - 20-29 years of school service50%**
of the total of the employee's unused sick leave
 - 30 or more years of school service100%**
of the total of the employee's unused sick leave

Beginning the 1977-78 school year, the term "school service" shall mean only service with Topeka Public Schools as to any employee employed after such date.

- B. If the employee who has met the service requirements is deceased, the employee's estate is eligible to receive payment on this same schedule.**
- C. The additional compensation for sick leave daily pay at retirement or death shall be computed on the basis of the number of duty days established on the last annual work year preceding the employee's death or retirement.**
- D. All compensation for sick leave at disability or regular retirement will be distributed to the disabled or retired employee through an approved 403(b), 403(b) (7), or 457 tax-sheltered annuity selected by the Board of Education.**