



October 1, 2009

ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED FOUR
SICK LEAVE INFORMATION FOR
ADMINISTRATORS AND MIDDLE MANAGEMENT

1. Allocation and Accrual

- a. Administrators and middle managers will receive an annual allocation of paid sick leave days at the end of August each year according to the following schedule:
 - i. 11 and 12 month contracts – 12 sick leave days per year
 - ii. 10 month contracts – 11 sick leave days per year
 - iii. 9 month contracts – 10 sick leave days per year
- b. Individuals hired to the district as administrators or middle managers during the contract year will receive a prorated allocation based on their hire date.
- c. There is no limit to the number of sick leave days which may be accrued over the course of employment with the district. However, there is no district payback or buyback for unused sick leave at the time of separation.

2. Special Use of Sick Leave

Special use of sick leave may be granted by an administrator or middle manager's immediate supervisor in the event of serious illness of a member of the immediate family. Special use of sick leave beyond twelve days requires the approval of the superintendent.

- a. "Immediate family" means spouse, parent or parent-in-law, child or child's spouse, sibling or sibling-in-law, grandchild, grandparent or any other person who is a permanent member of the employee's household.
- b. Verification may be required for any family illness for which special use of sick leave is requested. After three days absence for family illness in any one contract year, verification is required.
- c. After twelve days absence for family illness in any one contract year, the administrator or middle manager shall be charged the appropriate substitute rate if a substitute is required.

- d. Sick leave under this section is not intended to be used for extended convalescent care.
- e. Special use of sick leave shall count towards FMLA.

/s/

Dr. Stephen F. Ronnenkamp
Superintendent