SICK LEAVE
SUPPORT PERSONNEL
(REGULATIONS)

The board of education will provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services.

In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

2. The superintendent of schools, or designee, shall be responsible for administering this plan.

3. A support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment. The one-day sick leave per month equals the number of hours the employee normally works per day. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

4. Unused sick leave shall be cumulative to a total of 60 days.

5. Support staff are vested with sick leave at the beginning of each year.

6. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.

7. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 sick leave days.

8. When a support employee's accrued sick leave is exhausted and the employee is absent due to personal accidental injury, illness, or pregnancy, an amount equal to one day's pay for each absent will be deducted from employee's salary of such absence.

9. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

In order that the maximum benefits may be provided to all employees in time of need, it is imperative that controls be exercised to avoid the misuse of sick leave.

SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS (Cont.)

An employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action. Any employee may be required to submit appropriate evidence concerning the cause of their absence in order to qualify for sick leave benefits.

Appropriate evidence may include the following:

- A physician's statement endorsed by the employee.
- The employee's statement endorsed by the principal or immediate supervisor.
- Copies of claims submitted for insurance benefits.
- Other information as may be warranted by the circumstances.

Appropriate evidence will be submitted as indicated when requested by the principal or superintendent when sick leave is claimed on days immediate to or following holidays and/or when sick leave is claimed on days of unusual or inclement weather.

REFERENCE: **70 O.S. §6-101.40**
            70 O.S. §6-104
            70 O.S. §6-147
            Atty. Gen. Op. No. 84-12
            Informal Atty. Gen. Op. No. 91-632
            Families First Coronavirus Act, H.R. 6201