Henderson County Schools Sick/Personal Leave Information 2026-27

The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.

Personal Leave

Personal Leave *(03.1231; 03.2231)*

- *Receive* **one day** *per year.*
- *If not used, will be transferred to sick leave account at end of year.*
- **No more than 10% of employees** *may take personal leave on a given day.*
- *"Unless otherwise approved by the Superintendent, paid or unpaid personal leave* **shall not be taken** *by school personnel (1)* **during the first or last week of school***; (2) on the* **day before or after Christmas break***; (3) on the day before or after* **Good Friday, KEA days, Spring Break, and Intersession breaks***; (4) on any day before or after a* **holiday** *or day contained in the regular calendar that has been designated as a* **non-school day***; (5) on a* **professional development day***."*
- *Employees must file a* **personal statement** *upon return.*

Sick Leave

Leaves and Absences *(03.123; 03.223) – Employees shall* **notify the Principal/Supervisor or designee** *by 6:30 or no later than 1.5 hours before the normal work day.*

Unused Sick Leave will be paid out at retirement at 30% of your daily rate of pay.

Sick Leave *(03.1232; 03.2232)*

- *Receive* **ten days** *per year*
- *Shall accumulate without limitation*
- *Sickness "***shall mean personal illness, including illness or temporary disabilities arising from pregnancy***."*
- *Sick leave "***can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family***."*
- *"Immediate family shall mean the* **employee's spouse, children (including step and foster children), grandchildren, daughters-in-law, sons-in-law, brothers, sisters, parents, spouse's parents, grandparents and spouse's grandparents***."*
- *Must file a* **personal statement** *or* **physician certificate** *upon return to work.*

Sick Leave - Emergency

Sick Leave for Emergency Purposes *(03.1232; 03.2232)*

- *Employees may use up to 2 days sick leave per school year for* **emergency purposes** *including:*
  - **Death** *of a relative or personal friend.*
  - **Personal disasters** *of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.*
  - *Appearances as a witness or to produce documents when the employee's presence is required by* **subpoena**. *This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty.*
  - *Such other reasons of an emergency, extraordinary nature or personal matter as* **approved by the Superintendent**.
- *Must file a* **personal statement** *upon return to work noting it was Emergency leave.*

Personal Leave Statement

PERSONNEL **Leave Request Form and Statement**

Employee Name _____ Employee Number _____

School/Location _____ 03.123 AP.2

A personal statement is required for the use of personal leave and the use of sick leave for the purpose of mourning a member of the employee's immediate family, as defined in Policy 03.1232. Either a personal statement or a certificate of a physician supporting the need for sick leave is required for the use of sick leave if the employee was absent due to his/her own personal illness or for the purpose of attending to an immediate family member who was ill. If an employee who requests to use sick leave for his/her own personal illness or to attend to an immediate family member who is ill does not submit a supporting physician's certificate, s/he must submit a supporting personal statement. Requirements for use of sick leave following child birth and adoption are stated in Policies 03.1233/03.2233. KRS 161.152; KRS 161.154; KRS 161.155

Date(s) of Absence	Type of Absence	Approved in AESOP?	Substitute Name	Supervis or Initials	Emoployee signature and certification of leave per statement

Type of Absence Codes:

J = Jury Duty

NC = Non-Contract

PD = Professional Development

S (1/2/3) = Sick

SE = Sick Emergency

P = Personal

PL = Parental Leave

UF = Unpaid FMLA Sick Leave

UP = Unpaid Personal

V = Vacation

**By stating the type of leave and signing above, you are certifying that you are qualified for the leave requested, as set forth in the Leave Statement below:

I am submitting this request for the use of leave for one of the following purposes, as reflected above; that the facts supporting the request for leave are true and correct; and that to the best of my knowledge, information, and belief, I am qualified for the leave requested pursuant to applicable state statute and Board policy.

S-1 - Sick leave based on personal illness or attending a doctor appointment;
S-2 - Sick leave to attend to an immediate family member who was ill or had a doctor appointment;
S-3 - Sick leave to mourn the death of an immediate family member
SE - Sick leave for **emergency** purposes (A maximum 2 days per year for any of the following reasons: death of relative or personal friend; or personal disaster of the magnitude of tornadoes, fires, floods, etc.; or appearance as as a witness or to produce documents when the employee's presence is required by subpoena. [This is not to include jury duty or appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee.]; or such other reasons of an emergency, extraordinary nature or personal matter as approved by the Superintendent.
PL - Parental leave in compliance with and subject to qualifications set forth in Policy 03.1233/03.2233.
P - Personal leave in compliance with and subject to qualifications set forth in Policy 03.1231/03.2231. This leave is personal in nature.
UP - Unpaid Personal leave Per Policy 03.1231/03.2231 this leave is personal in nature and I first sought and received approval in writing from my principal/supervisor and the superintendent/ designee. (maximum of 5 days per year)
UF - Unpaid FMLA Sick leave this leave is when you have been approved for FMLA and have run out of your sick days.

Unpaid Days

- *In the event someone is covered on* **FMLA** *and out of sick days, the remaining days off would be considered* **Unpaid Sick Days**. *These Unpaid Days are not considered a breach of contract due to the person being under FMLA. Just type in FMLA when you put it in Frontline/AESOP.*
- *If a staff member is not on FMLA, they are limited to* **5 Unpaid Personal Leave days per year**. **In order to take an unpaid personal day, you must email your supervisor/principal and Amber Thomas in advance requesting permission to use an unpaid personal day.**

Parental Leave following Childbirth

Paid Parental Leave following Childbirth *(03.1233; 03.2233)*

- *An employee who gives birth may use* **up to 30 calendar week days of paid parental leave** *immediately following the birth of a child, without having to use their sick, personal, emergency, vacation and/or non-contract days.*
- *Days within this period which are not paid employee work days according to the district calendar (such as summer, fall & winter breaks) are included as part of the 30 days but the employee would not be compensated for these non-work days.*

Parental Leave following Adoption

Paid Parental Leave following Adoption *(03.1233; 03.2233)*

- *An employee may use* **up to 30 calendar week days of parental leave** *immediately following the adoption of a child, without having to use their sick, personal, emergency, vacation and/or non-contract days.*
- *Days within this period which are not paid employee work days according to the district calendar (such as summer, fall & winter breaks) are included as part of the 30 days but the employee would not be compensated for these non-work days.*

Additional Leave options following birth/adoption

Paternity Leave *(03.1233; 03.2233)*

- *An employee may use* **up to 30 days of sick leave** *immediately following birth or adoption of a child.*
- *Additional sick leave days may be used "when the need is verified by a physician's statement."*

Unpaid Paternity/Maternity Leave

- *On written request, the parent of a newborn or an employee who adopts a child may request an "***unpaid leave of absence not to exceed the remainder of the school year** *in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than 1 year."*

FMLA

All employees file FMLA forms on Day 4 of absence OR if long term intermittent leave is needed.

To be paid during FMLA, you must use a sick day. Otherwise it is unpaid.

- *Employees are eligible for* **up to twelve (12) work weeks** *of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise* **qualify** *for family and medical leave* **for one of the reasons below**:
  - *For the birth and care of an* **employee's newborn child** *or for placement of a child with the employee for* **adoption** *or* **foster care**;
  - *To* **care for** *the employee's* **spouse, child or parent** *who has a serious health condition, as defined by federal law;*
  - *For an* **employee's own serious health condition**, *as defined by federal law, that makes the employee unable to perform her/his job.*
  - *To address a qualifying exigency (need) defined by federal regulation arising out of the covered* **active duty** *or* **call to active duty** *involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and*
  - *To* **care for a covered service member** *(spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.*
- *Paid leave used under this policy will be subtracted from the twelve (12) work weeks to which the employee is entitled.*
- *Employees should* **contact their immediate supervisor as soon as they know** *they will need to use FMLA and note in AESOP.*

Donating Sick Days

Sick Leave Donation

An employee may receive donations of sick leave if:

1. *The* **donating employee***'s sick leave balance* **will not fall below 15** *days.*
2. *a. The employee or a member of his or her immediate family suffers from a* **medically certified illness, injury, impairment,** *or* **physical** *or* **mental condition** *that has caused or is likely to cause the employee to be* **absent for at least 10 days***;* **OR**

   b. The employee suffers from a **catastrophic loss** *to his or her personal or real property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to be* **absent for at least 10 consecutive working days***;*
3. *The employee's need for the absence and use of leave are* **certified by a licensed physician** *for leave requested under subparagraph 2.a. of this subsection;*
4. *The employee has* **exhausted his or her accumulated sick leave***, personal leave, and any other leave granted by the school district; and*
5. *The employee has* **complied with the school district's policies** *governing the use of sick leave.*

Sick Bank

- *Employees not already members can* **join by September 15**.
- *To join one completes a form and agrees to* **contribute 1 sick day to the bank**.
- *Sick Bank* **does not cover normal maternity leave**.
- *If the Sick Bank falls below 200, participating members must contribute 1 day annually until the balance reaches 900.*
  - *Classified bank is at 500 days.*
  - *Certified bank is at 1000 days.*
- **A maximum of 20 days during a school year can be requested.** *You will repay a portion of the 20 days over the following two school years as explained on the next page.*

Sick Bank

- To be eligible to draw from sick bank, members must have:
  - Exhausted all of their paid sick leave and has then been out at least 5 additional unpaid days.
  - Application shall include nature of the illness, physician's name and estimated length of absence.
  - Medical certification must be provided on request.
  - Upon approval of Sick Bank committee, members can receive up to 10 days.
  - After 10 days have been withdrawn, the committee will reconvene to consider the request – up to an additional 10 days for a total of 20 days borrowed from Sick Bank.
  - The first 10 days do not have to be repaid. Any day used after the first 10 days must be repaid to the Sick Leave Bank. 5 days would be repaid the following school year and remaining 5 days the year after that.
  - Failure to repay will result in a deduction in pay.

National & State Competitions

- *Staff members who are parents/legal guardians of participants at regional/state KHSAA-sanctioned events or school-sponsored national competitions may use professional leave to attend these events.*
- *To use the professional leave for a state competition, you must:*
  - *notify your direct supervisor;*
  - *complete a PD & Google Leave form;*
  - *mark your absence in Frontline as Professional Development stating reason for leave; and*
  - *make diligent efforts to secure a substitute, if required.*
- *Notes:*
  - *There is no reimbursement for travel. The PD form is needed to pay for a substitute.*
  - *National competitions are limited to three days unless otherwise approved due to competition schedule.*

Frontline/AESOP – tips on getting a sub

- *Make sure you have* **favorites updated**.
- **Include Special Instructions** *for the sub – (subject, where lesson plans are, what type of special education class, what duties you have, where supplies are, etc.)*
- **Be proactive**. *Put in the absence as soon as you know so subs can be secured.*

Reminder

Regardless of what type of leave day you use, please notify your principal/supervisor as soon as you know you will not be at work.

Henderson County Schools

1805 Second Street

Henderson, KY 42420

(270) 831-5000

www.henderson.kyschools.us

The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.

Equal Education and Employment Institution