

**SICK LEAVE:  
CERTIFIED PERSONNEL**

The Hugo Board of Education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The Superintendent or his/her designee shall administer this plan.
2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or accidental injury or illness in the immediate family without loss of salary. The right to such sick leave shall be vested at the beginning of the school year. Certified employees who have a ten-month contract shall receive ten sick leave days per year. Certified employees who have an eleven-month contract shall receive eleven sick leave days per year, and those who have a twelve-month contract shall receive twelve sick leave days per year.
3. Sick leave may be used for routine dental or medical appointments.
4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Any days over the sixty days for sick leave will be added to the accumulative days for retirement, and can not be used as sick leave. Sick leave so transferred must be certified by the sending district.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his/her absence in order to qualify for sick leave benefits as follows:
  - A. Physician's statement endorsed by the employee.
  - B. Employee statement endorsed by the principal or immediate supervisor.
  - C. Other information as may be indicated by the circumstances.
6. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the Superintendent as follows:
  - A. Sick leave claims on days of unusual or inclement weather.
  - B. Sick leave claims during the last four weeks of employment.
  - C. Sick leave claims on days immediately preceding or immediately following holidays or non-work days other than weekends.
  - D. Reasonable cause exists to believe that sick leave benefits are being abused.
7. When an employee's accrued sick leave is exhausted and the employee is absent due to personal accidental injury, illness, or pregnancy, the employee shall receive full salary, less the cost of substitute, for a maximum of 20 days.

**DEC-R1 Cont.**

- 8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time (if applicable), the employee may be eligible for 12 work weeks of unpaid leave under the Family Medical Leave Plan.
  
- 9. Sick leave benefits may not be paid in addition to workers' compensation benefits.
  
- 10. Employees will be paid \$50 for each unused sick leave day granted in a school year upon continued employment by the district through November 30<sup>th</sup> of the following school year. This payment will be added to the employees' December pay as a bonus. The bonus is subject to IRS rules as taxable income. **This bonus payment is limited only to the unused sick leave accrued in the previous year.** Sick leave days will not be deleted due to this payment and will continue to accrue as required by law and policy.

REFERENCE: 70 O.S. §6-104  
CROSS-REFERENCE: Policy DECA Family Medical Leave