

3.8.1—Sick Leave Policy

1. All licensed staff and administrative staff will have a minimum of ten (10) days sick leave each year and may accumulate a total of one hundred twenty (120) days. No sick leave may be taken the day before or the day after a pupil holiday, unless an emergency exists. An employee may take one-half ($\frac{1}{2}$) day sick leave (one-half day is defined as 3 $\frac{1}{2}$ hours of class time).

2. Extended Contracts Number of Sick Leave Days

190-209 Days----- 10 Days

210-239 Days ----- 11 Days

240-250Days ----- 12 Days

3. Teachers coming to the district from other Arkansas districts will be granted credit for unused sick leave benefits if they do not return to the district within three (3) years from the time of their resignation.

4. Teachers who resign from the Cutter Morning Star District No. 21 and the teaching profession forfeit all accumulated sick leave benefits if they do not return to the district within three (3) years from the time of their resignation.

5. The Cutter Morning Star District No. 21 recognizes that work attendance by teachers is important to the continuity of instruction. As an Attendance Incentive Award Program, the district has adopted the following program:

a. \$200.00 per teacher will be allocated as an incentive award for teachers who use no sick leave during the school year and have not accumulated the one hundred twenty (120) days.

b. For each sick leave day used \$60.00 will be deducted for the first day and \$35.00 will be deducted each day up to four days.

c. Any amounts remaining in the individual allocation will be distributed to teachers on or before June 30, of the current fiscal year.

d. For those teachers who have attained one hundred twenty (120) days accumulative sick leave, the district will each year purchase, at the current substitute pay rate per day, up to ten (10) days of unused sick leave. Sick leave days beyond the one hundred twenty (120) days are non-accumulative and are not eligible for incentive pay.

e. An employee who has been employed ten (10) years or more in the Cutter Morning Star School District and has applied for retirement will be paid for all unused sick leave. Upon verification of having applied and being accepted for retirement by Arkansas Teacher Retirement System, all eligible certified employees will be paid at the current substitute pay rate per day for all approved unused sick leave.

f. All of the above, as does substitute teacher pay, comes from the teachers' salary fund.

6. When claiming sick leave, the teacher must complete a leave form upon his/her return to school and file it with the principal.

7. A teachers' salary shall continue during authorized leave under this policy.

8. Any school employee who chooses to transfer/donate a sick leave day(s) to another employee will be allowed to do so, provided the proper paperwork has been completed.
Licensed personnel may only donate to other licensed employees.

Date Adopted:

Last Revised: July 1, 2025