

Professional Personnel

Personal/Sick Day Exchange

The Board of Education, during the month of May of each fiscal year, will provide employees of the District with the option of exchanging unused personal days for sick days that were not used during the course of the fiscal year. Employees will be required to respond by the end of the school year if they desire to be compensated for unused personal days. If they don't respond by May 30th of each year, unused personal days shall be converted to uncompensated sick leave.

All staff members will receive a cumulative total of their sick leave on the first day of the academic year. Any modifications/adjustments shall be brought to the attention of the administration no later than September 30th of each academic year.

ADOPTED: April 13, 2009