Sick Leave

K.A.R. 1-9-5

Sick Leave pay is available at a rate equal to an employee's salary and accrues at the rate of 3.7 hours per every 80 hours paid (see tables below for FTE less than 1.00). Sick Leave with pay may be granted for necessary absence from duty because of personal illness, disability or for medical and dental appointments that cannot be scheduled outside normal working hours. Sick leave may be used for illness or disability of a member of the employee's immediate family*. "Personal illness or disability" shall be defined to include pregnancy, termination of pregnancy, childbirth and the recovery period following the birth.

Sick leave may also be used for the adoption of a child by an employee or initial placement of a foster child in the home of an employee, when the adoption or initial placement reasonably requires the employee to be absent from work.

*Immediate family is defined as people that are related to the employee by blood, marriage or adoption and minors residing in the employee's residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offender's code.

Sick Leave Table for Non-Exempt Employees

Hours in Pay Status Per Pay Period	Hours Earned Per Pay Period	Hours in Pay Status Per Pay Period	Hours Earned Per Pay Period
0-7	0.0	48-55	2.4
8-15	0.4	56-63	2.8
16-23	0.8	64-71	3.2
24-31	1.2	72-79	3.6
32-39	1.6	80	3.7
40-47	2.0		

Non-exempt employees shall use sick leave only in increments of a quarter of an hour.

Sick Leave Table for Exempt Employees

FTE	Hours Earned Per Pay Period	FTE	Hours Earned Per Pay Period
0 - .249	0.9	.50 - .749	2.8
.25 - .49	1.9	.75 – 1.00	3.7

Exempt employees, including part-time exempt employees, shall use sick leave only in half-day or full-day increments.

Note: A retiring employee will only receive partial payment or bonus upon retirement with a minimum of eight years of service and 800 hours of unused sick leave accumulated.

Minimum Years of Service	Minimum Sick Leave Accrual	Sick Leave Bonus
8 years	800 hours (100 days)	240 hours (30 days)
15 years	1000 hours (125 days)	360 hours (45 days)
25 years	1200 hours (150 days)	480 hours (60 days)