

**Administrative Personnel Other Than the Superintendent Administrative Procedure – Administrative and Non Union Secretaries’ - Assignment of Administrators Sick Leave**

**ASSIGNMENT OF ADMINISTRATORS SICK LEAVE**

1. Administrators and Non Union Secretaries staff shall earn sick leave based on the following formula:

DAYS ACCUM.

<50 =	1.12 days per months worked
= Or > 50 =	1.45 days per months worked
= Or > 100 =	1.67 days per months worked
= Or > 200 =	2.23 days per months worked
= Or > 250 =	2.78 days per months worked
= Or > 240 =	2.78 days per months worked Exec Secretary

2. The four days emergency (for which reason need not be given) shall be added to the next year's sick leave if not used the preceding year. At the beginning of the 2008-2009 school year, an Administrator or Non Union

Secretary who has accumulated 50 sick leave days shall be granted 25 additional sick leave days in addition to the normal accumulation. Thereafter, any Administrator or Non Union Secretary who, after receiving their normal annual allotment of sick leave days at the beginning of the school year, reaches 50 or more accumulated sick leave days, they shall be granted 25 additional sick leave days at the beginning of that same year. The grant of 25 days only shall happen once during an Administrator or Non Union Secretary’s career.

Adopted: 12/15/81

Reviewed: 12/15/06