



Sick Leave

Introduction

Sick leave refers to the time an employee is absent from regular duties for specific reasons, including:

- **Personal illness** or **bodily injury** that incapacitates the employee.
- **Death in the immediate family**, with the following relationships recognized: spouse, parent, child, sibling, in-laws, grandchildren, grandparents, nieces, nephews, and aunts. It also allows flexibility for other close relationships if the employee can justify the need.
- **Attendance to an ill family member**, including the same relationships or someone in loco parentis (a person who assumes the role of a parent).

Accumulation and Transfer

- **Employees accumulate one day of sick leave per month**, but it cannot be used until earned, except for special sick leave bank provisions.
- Employees transferring from other Alabama school systems can transfer their sick leave, provided proper verification is done.

This policy aims to provide a fair and structured system for professional employees to manage their sick leave and support colleagues in need.