

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4325-1
SUBJECT:	DATE OF ISSUE: 10/03/85
HOURLY DEDUCTION OF SICK LEAVE	REVISIONS: 09/19/02; 12/03/09; 03/15/12
	PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To establish a procedure whereby certificated, classified, and administrative employees may apply and obtain hourly deduction of sick leave.

II. PERSONNEL AFFECTED

All certificated, classified, and administrative personnel.

III. GENERAL INFORMATION:

- A. Employees (certificated, classified, or administrative), if eligible, are credited annually with sick leave as outlined in Policy No. 4325.
- B. Prior to this regulation, sick leave was deducted on a minimum of one-half (1/2) day. Eligible employees may now use sick leave, when approved on an hourly basis.

IV. PROCEDURE:

- A. Eligible employees must request and receive approval from their immediate administrative supervisor. The administrator then is responsible for the accurate reporting necessary to record use of the sick leave for the employee during the employee's entire regular duty day.
- B. The immediate administrative supervisor is responsible, where applicable, for the arranging of substitutes as needed.
- C. No substitute for employees will be provided through the Personnel Substitute Services unless the eligible employee using the sick leave will be absent one-half day or more.