

Family Leave / Medical Leave

Date of Beginning	Ending	Reason

DIRECTIONS FOR SICK DAY COMPUTATION

All full time teachers may be provided with 10 days paid sick leave per year.

All full time teachers may accumulate unused sick days to a **maximum of 65 days**.

In computing the number of unused sick days, please use the following formula:

$$\begin{array}{r}
 10 \text{ days} \\
 \text{for entire} \\
 \text{year of service}
 \end{array}
 -
 \begin{array}{r}
 \text{minus \# of days absent} \\
 \text{for sickness}
 \end{array}
 =
 \begin{array}{r}
 \text{balance of accumulated} \\
 \text{or} \\
 \text{unusea sick days}
 \end{array}$$

SUMMARY OF SICK DAY ACCUMULATION

of unused sick days accumulated for 2023-2024 school year _____

of unused sick days accumulated from previous year(s) _____

Total accumulated sick days as of June, 2024 (not to exceed 65 days) _____

Teacher's Signature _____ Date _____

Principal's Signature _____ Date _____

NOTE: Send **original** copy to the Assistant Superintendents' of the Office of Catholic Education. Retain a copy in your file at the local level.