

**TO:** All St. Louis Public School Full-Time Staff Members

**FROM:** Human Resources Department

**DATE:** June 13, 2012

**RE:** New Sick Leave Policy

The purpose of this letter is to provide you with an update regarding changes to the Personal Time Off (PTO Policy). Effective July 1, 2012, the District will be moving to a more traditional sick leave policy (Policy #4622) comparable to most other public school districts in our region. This new policy will replace the current PTO policy (Policy #4620.1).

Under this new policy, all full-time benefit eligible staff members will be granted sick days each fiscal year, in accordance with their employment status. Certificated teachers, administrators and non-certificated 10 and 10.5 month staff members will be granted 10 days of sick leave per year. All 11 month employees will be granted 11 days of sick leave per year, and all 12 month employees will be granted 12 days of sick leave. Each fiscal year, in addition to sick leave days, all 10, 10.5 and 11 month employees will be granted two (2) personal days. Twelve (12) month employees are not granted additional personal days due to having vacation days but may use two (2) sick days as personal days.

Sick leave may be used for the absences necessitated because of personal illness, injury or accident, or a medical disability that prevents an employee from performing his or her duties in accordance with state and federal law. Sick leave may also be used to care for a child, spouse or parent's "serious health condition" as defined in the Family Medical Leave Act.

Each fiscal year, unused sick and personal days will be rolled over into an accumulated sick leave bank. The maximum number of sick days an employee can accumulate will be 130 days.

*(Note: Employees who were hired prior to 2003 and currently have a sick leave bank available for use from the 2003 program will continue to have access to this sick leave bank, while earning new sick leave under this new policy. All time under the previous program will remain separate from the new sick leave program.)*

To view the new policy, please click [here](#).

To view a set of Frequently Asked Questions regarding the new policy, please click [here](#).

After reviewing the information if you have any questions or need additional information, please contact Human Resources at 314-345-4550 or email your questions or concerns to [HRConnect@slps.com](mailto:HRConnect@slps.com)