

# Policy Guide



Policy No. 834

Section OPERATIONS

Title SICK LEAVE

Adopted MAY 23, 2017

Last Revised JANUARY 19, 2021

<b>POLICY NO. 834 SICK LEAVE</b>	
<b>Section 1</b>	<p><b><u>Authority</u></b></p> <p>Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>Board policy for non-certificated administrative and classified employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>The Board reserves the right to require any employee claiming paid or unpaid sick leave pay to submit sufficient proof, including documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant, of the employee’s illness or disability or need to quarantine.</p> <p>A licensed physician, certified registered nurse practitioner or a licensed physician assistant’s statement may not be presumed to conclusively establish the employee’s disability or inability to work.</p> <p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p>
	<p>SC 1154</p> <p>SC 510, 1154</p> <p>Pol. 817, 623</p>

<p><b>Section 2</b></p>	<p style="text-align: center;"><b>POLICY NO. 834 SICK LEAVE</b></p> <p>The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted, pursuant to law or collective bargaining agreement provisions where applicable.</p> <p>The Board approves the use of Sick Leave Banks, and directs the Superintendent or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Board policy and an applicable compensation plan, collective bargaining agreement, or Board resolution.</p> <p><b><u>Guidelines</u></b></p> <p>A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p>	<p>SC 510, 1154</p>
	<p>Paid sick leave shall run concurrent with available unpaid leave under the Family and Medical Leave Act of 1993, as amended, in accordance with law and Board policy implementing the FMLA.</p> <p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</p> <p><b><u>Records</u></b></p> <p>The District's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made of the unused sick leave days accumulated by each District employee, which shall be reported to the employee.</p>	<p>Pol. 835</p> <p>SC 510, 1154</p>

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SICK LEAVE**

**Section 3**

**Delegation of Responsibility**

The Superintendent or their designee shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

References:

School Code – 24 P.S. Sec. 510, 1154

Board Policy – 623, 817, 835