

Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	Draft

Authority

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative.[1]

Board policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The district reserves the right to require any employee claiming paid or unpaid sick leave to submit sufficient proof, including documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant, of the employee's illness, disability or need to quarantine.[1][2]

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[3]

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.[1][2]

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

Records

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.[1][2]

A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee.[1][2]

Legal	1. 24 P.S. 1154
	2. 24 P.S. 510
	3. Pol. 317

