

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: April 28, 2004

REVISED:

534. SICK LEAVE	
1. Purpose	The Board authorizes a sick leave policy for regularly employed classified employees considered full-time that ensures that they receive sick leave days annually, all of which shall be cumulative. These sick leave days shall be established in accordance with the collective bargaining agreement applicable to each employee.
2. Definition	<b>Sick leave</b> is defined as leave taken by a regular, full-time district employee who is absent from assigned duty because of personal disability due to illness or injury.
3. Authority SC 510	The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.  The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.
4. Delegation of Responsibility	The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
5. Guidelines Pol. 517	The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.  A sick leave absence 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.  Whatever the claims of disability, no day of absence shall be considered a sick leave day on which 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>School Code 510</p>	<p><u>Proof Of Disability</u></p> <p>Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p> <p><u>Records</u></p> <p>The district's personnel records shall show the attendance of each employee; and the days absent for sick leave purposes shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made annually of the unused sick leave days accumulated by each employee, which shall be reported to the employee.</p> <p>The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or resignation of a classified employee, as provided in an applicable collective bargaining agreement.</p> <p><u>Sick Leave Bank</u></p> <p>A sick leave bank shall be provided to classified employees in accordance with the provisions of an applicable collective bargaining agreement.</p>
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