LENAPE TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 8, 2019

REVISED:

334. SICK LEAVE
(formerly policies 334 and 434)

1. Authority 24 P.S. 1154	The Joint Operating Committee 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 Joint Operating Committee resolution. Unused leave shall be cumulative.
	Joint Operating Committee policy for non-certificated 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 Joint Operating Committee resolution.
24 P.S. 1154 24 P.S. 1850.1	The Joint Operating Committee reserves the right to require of any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
Pol. 317	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
24 P.S. 1154 24 P.S. 1850.1	The Joint Operating Committee shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
2. Delegation of Responsibility	The Administrative Director shall report to the Joint Operating Committee the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
3. Guidelines	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 Administrative Director or appropriate personnel designated by the Administrative Director
	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.

	Proof of Disability
24 P.S. 1154	An employee absent on sick leave may be required to submit a physician's written statement certifying his/her illness or disability. Such statements, in and of themselves, may not be presumed to conclusively establish the employee's disability.
	Records
24 P.S. 1154	The school's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.
24 P.S. 1154	A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee in accordance with law.
	Unused Sick Leave
	The Joint Operating Committee shall pay an employee for accumulated sick days upon retirement or death in accordance with the terms of the Administrative Compensation Plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution. If an employee is entitled to payment of unused sick days, payment shall be placed, within thirty (30) days of effective retirement date as a non-elective employer contribution, with no cash option, in a 403(b) account.