

4432 SICK LEAVE

The Board of Directors shall grant sick leave, in accordance with law, **to each steadily employed support** staff member absent from work because of personal disability or quarantine. ~~Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy.~~

Each full-time support staff member will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided by this policy.

Each part-time salaried support staff member will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy pro-rated based upon the individual work assignment of the employee.

Each steadily employed part-time hourly support staff member will be entitled annually to ten paid sick days consistent with the assignment approved by the employee's supervisor at the beginning of each school year. One full sick day will be charged for each absence regardless of the number of hours scheduled on the day of absence. Sick leave will be paid in direct relation to the amount of approved scheduled time on the day of absence.

An employee who has been employed in the Commission at least twelve months and for at least one thousand two hundred fifty hours in the previous twelve months is eligible for sick leave under the Federal Family and Medical Leave Act. When any such employee with a serious health condition has exhausted his or her entitlement to paid sick leave, and personal leave and vacation time, the Board will grant a request for an unpaid leave under the Family Leave Act.

The Board reserves the right to require of any employee who claims sick leave sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.



POLICY

UNION COUNTY EDUCATIONAL SERVICES
COMMISSION

Support Staff
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SICK LEAVE

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.

Adopted: 2 September 1998
Revised:

