SICK LEAVE REGULATIONS

Requests for Leave

Foreseeable sick leave (e.g., leave for an operation) shall be requested 30 days in advance. If an employee is unsure when leave will commence or requests unforeseeable sick leave, notice shall be given as soon as practicable. Requests for leave shall be made to the principal or Superintendent. Requests for foreseeable sick leave should be made in writing and include the reason for leave, anticipated duration, and anticipated commencement date.

Requests for Medical Certification

When medical certification is requested as a pre-requisite for granting sick leave, the employee shall have 15 calendar days to fulfill this request unless this deadline is not practicable despite the employee's good faith effort. Failure to provide medical certification may result in delaying or denying the employee's leave request until certification is received. Medical certification shall contain information indicating the nature of the disabling condition, the exact period of disability, whether the employee will need intermittent leave or a reduced schedule, and a statement from a licensed health care provider verifying that the employee is unable to carry out his/her duties.

End of Manvel School District #125 Board Reg. DDA-BR ..... Approved: 12/09/19