

SICK LEAVE POLICY-RETURN TO DISTRICT SERVICE

Eligible certified and classified staff are granted a limited number of paid sick leave days by the Board of Education so that they may receive regular pay while absent from their assignments due to personal illness. Allotment of sick time and its appropriate use may be contained in each unit's collective bargaining agreement (CBA).

Sick leave is restrictive-purpose leave and the Board of Education has an inherent right and responsibility to monitor employee use of such leave in order to ascertain that they are using it for the purposes for which it is granted. Accordingly, the Board of Education directs the Superintendent of Schools to develop and implement procedures regarding the use of sick leave days by certified and classified staff of the Patchogue-Medford School District.

Suspicion of Abuse of Sick Time

Where abuse of allowable sick leave is suspected, the supervisor will offer the employee an opportunity to attend a conference to review and discuss the attendance concerns.

Where the CBA stipulates, District employees should be prepared with an acceptable form of documentation to substantiate absences. Unit members should refer to each CBA for appropriate forms of acceptable documentation. Providing such documentation gives District employees the opportunity to establish that their absences were not an abuse of their sick leave benefits.

Employees Returning from Extended Sick Leave

Upon return from an extended medical absence, the Superintendent of Schools or his or her designee may request an employee of the District (certified or classified), including employees not eligible for compensated sick leave submit clearance from the treating physician indicating the employee is capable of resuming his or her position. Furthermore, employees may be directed to submit to a physical exam by the District's physician to determine their physical or mental capacity to perform their assigned duties before such employee may be allowed to return to his/her position in the District.

Each situation will be evaluated individually prior to the employee's return to District service. Employees must be medically cleared to perform every aspect of their assigned job without restrictions. However, employees may be granted *reasonable accommodations* as determined by the District upon review of supporting documentation from the treating physician in order to return to their assignment. Such documentation is expected to indicate that the employee is capable of carrying out their assigned duties.

Adopted:
July 3, 2012

Revised:
October 24, 2022