

Absences and Leaves Due to Illness, Injury and Disability

1. Reporting Absences

Procedures for reporting absences are set forth on the Attachment accompanying this procedure titled "Requesting/Reporting Staff Absences."

2. Provisions Applicable to All Employees

NOTE: In case of conflict with this procedure and any applicable collective bargaining agreement, administrative agreement or individual employment agreement, the applicable employment agreement will control.

- a) Unused Sick Leave
Any unused sick leave days may be accumulated from year to year without limitation. In the event of illness or injury, all or part of such accumulated unused sick leave may be taken with full pay in any one or more school years.
- b) Limitations on Length of Leave
If the absence of an employee because of illness or injury exceeds one year or the number of accumulated sick days available to that employee, then in such event, the return of an employee from such leave of absence after the greater of one year or the number of accumulated sick days available to that employee shall be at the sole discretion of the Joint Committee.
- c) Long Term Disability
An eligible employee may, at his or her sole discretion, initiate an application for long term disability benefits after the appropriate waiting period.
- d) Medical Certification

At any time during the course of any leave under this Policy, the Director or designee may require the employee to furnish a certificate from a physician detailing the employee's physical or mental condition, as appropriate under the circumstances, or require such employee to undergo a medical examination by a physician(s) designated by EASTERN. After such examination of the employee, if the physician designated by EASTERN determines that the employee is physically fit to return to the same or substantially equivalent position, and that employee does not do so after written notice from EASTERN to the employee to return on a certain day, then that employee shall be deemed to have forfeited all rights to employment with EASTERN.

3. Anticipated Disability

Leaves of absence will be provided for any professional employees of this school whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery. Such provisions shall be governed by considerations for the health of employees, the need for continuity in school operations, and the maintenance of a qualified school staff.

The Joint Committee reserves the right to specify the point at which such leave shall commence consistent with the health needs of the employee, the length of time for which leave shall continue after the disabling event and the conditions of pay during such leave. The Joint Committee will require notice by the employee of anticipated disability and the continuing certification of an employee's fitness to perform duties after such notice.

4. Effect of Anticipated Disability Upon Employment

- a) Notice - An employee shall notify the Director of the anticipated disability as soon as she/he is under medical supervision for the condition and a date is projected for the anticipated disability.
- b) Certification of Fitness - The school need not assume that an employee's statement or his/her physician's statement established fitness conclusively, but may require a review and examination by the school physician or a physician selected by the school. In the event the physician of an employee shall be of a contrary opinion to that of the physician selected by the school, then the school physician and the employee's physician shall agree upon an impartial third physician.
- c) If, as a result of such examination, the employee is found to be unable, even with the aid of a reasonable accommodation, to perform essential job functions, the employee shall be placed on mandatory sick leave, with such compensation to which she/he is entitled under the sick leave policies of this Joint Committee until proof of recovery satisfactory to the Joint Committee is furnished.

5. Sick Leave

Sick leave will be accrued as indicated:

Full-time Employees

Ten-month Employees - Ten (10) days

Twelve-month Employees - Twelve (12) days

Part-time Employees – sick time will be computed by multiplying the number of months an employee works by the total hours normally scheduled for a week divided by the number of work days per week.

The Joint Committee reserves the right to require of any employee claiming sick leave pay, sufficient proof, including a physician's certification, of the employee's illness or disability. The Joint 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.

The Director shall report to the Joint Committee the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.

The following conditions shall be part of this policy:

- a) Eligibility
Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.
- b) Proof of Disability
Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.
- c) Duration of Leave
Upon the expiration of all then currently earned and accumulated sick leave, the Joint Committee may grant leave with whatever compensation and benefits, if any, to be determined at the time leave is granted.

d) Records

The personnel records of the school for professional employees shall show the attendance of each employee, and such days as that employee may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each employee, which shall be made available to the employee in accordance with law.

6. Disqualification by Reason of Health

Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Joint Committee to ensure that all employees shall be physically and mentally fit to perform their essential job functions.

An employee may be placed on sick leave, dismissed, or retired for physical or mental disability that makes him/her unable to perform essential job functions, with or without reasonable accommodation.

7. Guidelines

- a) In the case of an employee who, in the opinion of the Director, is unable, with or without reasonable accommodation, to perform essential job functions by reason of physical or mental disability, the Director shall take appropriate action in compliance with applicable law.
- b) The Joint Committee may order an examination of an employee to the extent permitted by the School Code by a physician designated by the Joint Committee and compensated by the Joint Committee or a physician(s) selected by the employee to be compensated by the employee.
- c) If as a result of such examination, the employee is found to be currently unable to perform essential job functions, even with the aid of a reasonable accommodation, the employee shall be placed on mandatory sick leave for such period as may be indicated and with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Joint Committee is furnished.
- d) Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Joint Committee shall consider such refusal as cause for dismissal

24 P.S. Sec. 1122, 1127, 1128, 1153, 1154, 1418

Adopted: 3/13/13

Attachment

Requesting/Reporting Staff Absences

The following documents the process all staff is to use in requesting for reporting personnel absence.

Staff Absences known in Advance

1. Request leave from immediate supervisor via e-mail containing your name, the dates requested, the leave type (i.e. sick time, vacation, professional, jury duty, etc.)
 - a. Should leave request be for professional leave, the email is to contain the name of the conference/workshop and the physical location of such
2. Supervisor will reply to email with “Approved” or “Denied” or “Request additional information”
 - a. Supervisor’s response will be copied to Business Office Secretary* (D.O’Brien) and Human Resources Secretary (L.McAlpine)
 - b. If leave requires a class substitute, one will be obtained through the appropriate office
3. Business Office Secretary will post on Attendance Calendar maintained in Outlook.
4. Should the requesting staff member not use the planned absence day they will on that day, communicate via e-mail to immediate supervisor “canceled.”
 - a. Supervisor’s response will be forwarded to Business Office Secretary and Human Resources Secretary
5. Business Office Secretary will enter absence information into FinancePLUS-Human Resources.

Reporting Staff Absences the Day of Illness

1. Report leave via telephone call to 215-784-4807. Message is to contain your name, date of absence, length of absence, reason for absence (i.e. sick time, personal, jury duty, etc.). Teachers must call by 6:30 am; all other staff must call prior to their scheduled start time. After 6:30 am, teachers must call Supervisor (A.Larson) directly. If a message is left in voicemail, a flashing light will display on the phones of E. Hays, A. Larson, K. Kane and E. Collins. Voicemail will be available until 8:00 am.
2. If leave requires a class substitute, one will be obtained through the appropriate office.
3. Student Learning Center Secretary** (E.Hays) will e-mail the immediate supervisor of the absence with all pertinent details and a copy will be sent to the Business Office Secretary and the Human Resources Secretary, Director (T.Allen), Assistant Director (K.Reilly) and Supervisor (A.Larson).

4. Business Office Secretary will post on the Attendance Calendar maintained in Outlook.
5. Business Office Secretary will enter absence information into FinancePLUS-Human Resources.

*Back-up for Business Office Secretary is Human Resources Secretary

**Back-up for SLC Secretary will be Attendance Secretary (K.Kane)