



Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	Active
Adopted	November 18, 2013

Authority

Board 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 Board resolution. Unused leave shall be cumulative.[1]

Board policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, applicable collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.[2][1]

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[3]

The Board 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][1]

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

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

An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.[2][1]

A physician's statement may not be presumed to conclusively establish the employee's disability.

Records

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.[\[2\]\[1\]](#)

A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee.[\[2\]\[1\]](#)

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided in the administrative compensation plan, individual contract, applicable collective bargaining agreement or Board resolution.

Legal

[1. 24 P.S. 1154](#)

[2. 24 P.S. 510](#)

3. Pol. 317

Pol. 000