Central Greene School District

Section ADMINISTRATIVE EMPLOYES

Title SICK LEAVE

CENTRAL GREENE SCHOOL DISTRICT

Date Adopted October 21, 1981

Guide		Reference
	334. SICK LEAVE	
1. Purpose	There shall be a sick leave policy for administrative employes that ensures that such employes will receive no less than the minimum sick leave provided under law for professional employes. Such policy shall be in accordance with the following guidelines.	§ 1154
2. Guidelines	The district will provide up to fifteen (15) days annually for sick leave of which all shall be cumulative.	§ 1154
	The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician's certification, of the employe's illness or disability. The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employe's own accumulated sick leave is exhausted.	
	The Superintendent shall report to the Board the names of those administrators 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 policy.	
	A. Eligibility	
	A sick leave shall commence when the administrator or agent, if the administrator is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.	
	Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employe 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.	§ 1154

B. Proof of Disability

Any administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability.

Such statements may not be presumed to establish the administrator's disability conclusively.

C. Duration of Leave

Upon the expiration of all currently earned and accumulated sick leave, the Board may grant leave with compensation, if any, to be determined at the time leave is granted or the Board may grant unpaid leave for the remainder of the school year or to the end of the administrator's contract period, whichever comes first.

Should leave be required beyond the end of the school year or the end of the administrator's normal contract period, an administrator may request that the Board grant a one-year extension. If granted, the Board may provide a position of like responsibility upon the employe's return.

D. Records

The personnel records of the district for administrators shall show the attendance of each employe, and such days as that administrator 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 administrator, which shall be made available to the employe in accordance with law.

§§ 1154

School Code

§§ 1154