

# Palmyra Area School District

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 9, 1995

REVISED: January 11, 2007

<p>1. Purpose SC 1154</p> <p>2. Guidelines</p>	<p style="text-align: center;">334. SICK LEAVE</p> <p>There shall be a sick leave policy for administrative employees that ensures that such employees will receive no less than the minimum sick leave provided under law for professional employees. Such policy shall be in accordance with the following guidelines.</p> <p>The district will provide up to twelve (12) days annually for sick leave of which all shall be cumulative.</p> <p>The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician's certification, of the employee'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 employee's own accumulated sick leave is exhausted.</p> <p>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.</p> <p>The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>The following conditions shall be part of this policy.</p> <p>A. <u>Eligibility</u></p> <p>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.</p>
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SC 1154

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

An administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability and every administrator absent for three (3) or more consecutive days shall be required to submit such a statement. This statement must be received prior to the employee receiving paid sick leave for such illness.

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

All employees are required to provide sufficient notification of illness to their supervisor. The District has the right to deny payment for sick time in any instance where it is known that an absence was for a reason other than personal illness or injury, regardless of the amount of accumulated sick time to date.

C. Second Medical Opinion

The Board may request a second medical opinion before granting a medical leave of absence. A medical leave of absence is defined as an absence in excess of fifteen (15) consecutive working days due to illness or injury. The Board reserves the right to select the licensed physician to render such opinion.

The Board also reserves the right to request and receive periodic interim reports from the attending physician throughout the duration of the leave. The Board shall receive a certificate from the attending physician indicating that the individual is capable of returning to work prior to the return of the individual.

No employee shall be gainfully employed or actively volunteering services elsewhere while on a medical leave. Violation of this rule will result in disciplinary action.

D. Duration Of Leave

Upon the expiration of all currently earned and accumulated sick leave, the Board may grant unpaid leave for the remainder of the school year.

