

Palmyra Area School District

No. 434

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 9, 1995

REVISED: January 11, 2007

434. SICK LEAVE	
1. Purpose SC 1154	<p>There shall be a sick leave policy for professional employees that ensures that such employees will receive no less than the minimum sick leave provided under law. Such policy shall be in accordance with the following guidelines.</p>
2. Guidelines SC 1154	<p>The district will provide up to ten (10) days annually for sick leave of which all shall be cumulative.</p> <p>The Board 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 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.</p> <p>The Superintendent shall report to the Board the names of those employees 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 and 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 employee or agent, if the employee 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>
SC 1154	<p>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.</p> <p><u>Proof Of Disability</u></p>

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

Every employee 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 time for such illness.

Such statements, in and of themselves conclusively, may not be presumed to establish the employee's disability.

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

E. Records

The personnel records of the district 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 on the bi-weekly pay register.