

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ~~ADMINISTRATIVE~~  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: August 19, 2002

REVISED: February 27, 2007

334. SICK LEAVE	
1. Purpose	The sick leave policy for <del>administrative</del> employees shall ensure that eligible employees will receive no less than the minimum <u>paid</u> sick leave provided under law.
2. Authority SC 1154	The Board shall <u>annually</u> provide <del>employees up to twelve (12) days annually for</del> <u>with paid</u> sick leave <u>days, which shall be cumulative, with unlimited accumulation in accordance with applicable law and the respective compensation plan, individual contract, or collective bargaining agreement.</u>
SC 1154	The Board reserves the right to require any <del>administratoremployee</del> claiming sick leave pay to submit sufficient proof, including <u>a documentation from a licensed physician or other practioner,</u> after three (3) or more consecutive days of absence, of the employee's illness, <del>or disability or need to quarantine.</del> <u>The Administration will require an employee to furnish a doctor's excuse at the employee's expense if, in the opinion of the Administration, a pattern of sick leave abuse is indicated.</u>
SC 1154	The Board shall consider the application of any eligible <del>administratoremployee</del> for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted <u>pursuant to law or collective bargaining agreement.</u>
3. Delegation of Responsibility	The Superintendent shall report to the Board the names of <u>those administrators employees</u> absent for non-compensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.  A sick leave shall commence when the <del>administratoremployee,</del> or agent <del>io</del> of the <del>administratoremployee who</del> is <del>sick-sufficiently disabled,</del> reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent <u>or designee.</u>
SC 1154	Whatever the claims <del>of disability,</del> no day of absence shall be considered a sick leave

<p>SC 1154</p>	<p>day on which 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.</p> <p><u>Proof Of Disability</u></p> <p><del>An administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</del></p> <p><del>A physician's statement may not be presumed to conclusively establish the administrator's disability.</del></p>
<p>SC 1154</p>	<p><u>Records</u></p> <p>The school district's personnel records shall show the attendance of each employee; and the days absent <u>for sick leave purposes</u> shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made of the unused sick leave days accumulated by each <del>administrative</del> employee, which shall be <del>made available</del><u>reported</u> to the employee in accordance with law.</p> <p>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 <del>administrative</del> employee, as provided in the <del>administrative</del> <u>respective</u> compensation plan, <del>or</del> individual contract, <u>or collective bargaining agreement</u>.</p> <p><u>Transfer of Sick Leave</u></p> <p>When an employee receives a change in job classification or location within the district, the individual shall retain all of the unused sick leave, provided there is no break in employment.</p> <p><u>Administrative, Professional and Temporary Professional Employees</u></p> <p>A maximum of twenty-five (25) days may be transferred <u>when an employee severs their employment with one district and enters into employment with another school district.</u> <del>from another school district where the individual was previously employed, provided there was no break or interruption in employment.</del></p>
<p>School Code 1154</p>	<p><u>Duration Of Leave</u></p> <p>Upon the expiration of all the currently earned and accumulated sick leave, the Board may grant unpaid leave without benefits for the remainder of the school year or for a period of one year commencing with the first day of the sick leave or as the</p>

Board deems appropriate.
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