

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED:

REVISED:

434. SICK LEAVE	
1. Purpose	The sick leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under law.
2. Authority SC 1154	The Board shall provide up to ten (10) days annually for sick leave, which shall be cumulative.
SC 1154	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 under the requirements of the CBA.
SC 1154	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.
3. Delegation of Responsibility	The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines Pol. 417	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154	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.
	Sick leave shall be granted for an employee tending illness within the immediate family.
	Whatever the claims of disability, no day of absence shall be considered a sick leave 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>SC 1154</p> <p>School Code 1154</p> <p>Board Policy 417</p>	<p><u>Proof Of Disability</u></p> <p>Any employee absent on sick leave shall be required to submit a physician's written statement certifying his/her disability.</p> <p>A professional employee absent for three (3) or more consecutive school days shall be required to submit a physician's statement.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p> <p>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.</p> <p><u>Records</u></p> <p>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.</p> <p>A record shall be made of the unused sick leave days accumulated by each employee, which shall be made available 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 of a professional employee, as provided in the collective bargaining agreement.</p>
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