

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: **SUPPORT EMPLOYEES**

TITLE: **SICK LEAVE**

ADOPTED:

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>SC 510</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines Pol. 517</p>	<p style="text-align: center;">534. SICK LEAVE</p> <p>A sick leave policy to ensure employees receive paid days for such absences shall be established and implemented for eligible support employees.</p> <p>The Board shall annually provide full-time, regularly employed support staff sick leave days, which shall be cumulative.</p> <p>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.</p> <p>The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.</p> <p>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.</p> <p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>A sick leave absence 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> <p>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>
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Proof Of Disability

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

A support employee absent for three (3) or more consecutive workdays shall be required to submit a physician's statement.

A physician's statement may not be presumed to conclusively establish the employee's disability.

Upon the expiration of all currently earned and accumulated sick leave, an employee may request that the Board grant unpaid leave in accordance with the terms of the negotiated collective bargaining agreement.

Records

The district's personnel records shall show the attendance of each employee; and **the** days absent for sick leave purposes 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 reported to the employee.

A support employee shall be reimbursed for unused sick leave in accordance with the terms of an applicable collective bargaining agreement or compensation plan.

School Code
510

Board Policy
517