

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: February 8, 1999

REVISED:

# PENN MANOR SCHOOL DISTRICT

334. SICK LEAVE	
1. Purpose SC 1154	The sick leave policy for administrative employees shall ensure that eligible employees will receive no less than the minimum sick leave provided under law. Such policy shall be in accordance with the following guidelines.
2. Authority SC 1154  SC 1154  SC 1154	The Board shall provide at least a minimum of ten (10) days annually for sick leave, which shall be cumulative.  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.
3. Delegation of Responsibility	The Superintendent shall report to the Board the names of administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines   SC 1154	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.  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.  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 which would raise doubts regarding the validity of the sick leave request.

