

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: February 8, 1999

REVISED:

# PENN MANOR SCHOOL DISTRICT

	<p style="text-align: center;">534. SICK LEAVE</p> <p>1. Purpose A sick leave policy to ensure paid days for such absences shall be established and implemented.</p> <p>2. Authority The Board shall annually provide for full-time, regularly employed classified staff sick leave days, which 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.</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>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.</p> <p>4. Guidelines The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>Any classified employee who cannot work on a given day for any reason, shall report the situation to the office of his/her immediate supervisor as soon as possible.</p> <p>Any classified employee who is absent shall certify the reason for his/her absence on a form to be provided by the administration.</p> <p>Whatever the claims of disability, no day of absence shall 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> <p>Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p>
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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, and shall be reported to the employee.