

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 14, 2007

REVISED:

534. SICK LEAVE	
1. Purpose	There shall be a sick leave policy for classified employees. Such policy shall be in accordance with the following guidelines.
2. Definition	Sick leave is defined as leave taken by a regular, full-time employee of the school district who is absent from assigned duty because of personal disability due to illness or injury, or because s/he has been excluded from school by the school district physician as a result of contagious disease or other condition that creates a hazard for students and other employees.
3. Authority SC 510	<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>
4. Guidelines Pol. 517	<p>The Superintendent shall submit to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified. The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.</p> <p><u>Eligibility</u></p> <p>A sick leave absence shall commence when the employee 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 to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.</p>

<p>School Code 510</p> <p>Board Policy 517</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> <p><u>Records</u></p> <p>The personnel records of the district shall show the attendance of each employee, and such days as that employee may be absent for sick leave purposes shall be recorded with the reason for such absence noted. A record shall be made annually of the unused sick leave days accumulated by each employee, and shall be reported to the employee.</p>
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