

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 24, 2007

REVISED:

334. SICK LEAVE	
1. Purpose	There shall be a sick leave policy for administrative employees that ensures that such employees will receive no less than the minimum sick leave provided under law for professional employees.
2. Authority SC 1154	The district will provide up to twelve (12) days annually for sick leave of which all shall be cumulative.
SC 1154	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, after three (3) consecutive days of absence.
SC 1154	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. Guidelines	The Superintendent shall report to the Board the names of those administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
Pol. 317	The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
	The following conditions shall be part of this policy.
	<u>Eligibility</u>
	A sick leave shall commence when the administrator 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>SC 1154</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, 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>SC 1154</p>	<p>An administrator 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>SC 1154</p>	<p>The personnel records of the district for administrators shall show the attendance of each employee, and such days as that administrator may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each administrator, which shall be made available to the employee in accordance with law.</p> <p>Administrators, upon termination of employment in the district, shall be compensated for unused sick leave in accordance with the administrative compensation plan.</p> <p>Administrators shall have completed five (5) years of satisfactory service in the district.</p>
<p>School Code 1154</p> <p>Board Policy 317</p>	