

UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 16, 2008

REVISED:

334. SICK LEAVE	
1. Authority SC 1154	<p>Joint Operating Committee policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Joint Operating Committee resolution. Unused leave shall be cumulative.</p> <p>Joint Operating Committee policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution. Unused leave shall be cumulative.</p>
SC 1154, 1850.1	The Joint Operating Committee 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.
Pol. 317	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154, 1850.1	The Joint Operating Committee shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
2. Delegation of Responsibility	The Administrative Director shall report to the Joint Operating Committee the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
3. Guidelines	A sick leave 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 Administrative Director or designee.

	<p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if 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> <p><u>Proof Of Disability</u></p> <p>SC 1154 An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>An employee absent for three (3) or more consecutive school days shall be required to submit a physician's statement.</p> <p>Such written statement must be submitted to the Administrative Director on the fourth day regardless of whether the employee returns to work or remains absent. Moreover, such physician's written statement must identify the type of illness and explain the nature of the illness. In addition, the physician's written statement must include a specific date on which the employee is released by the physician to return to work.</p> <p><u>Records</u></p> <p>SC 1154 The school's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p> <p>SC 1154 A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee.</p> <p>The Joint Operating Committee shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1154, 1850.1</p> <p>Joint Operating Committee Policy – 317</p>
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