

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 14, 1991

REVISED:

334. SICK LEAVE	
1. Purpose SC 1154	<p>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. Such policy shall be in accordance with the following guidelines.</p>
2. Authority SC 1154	<p>The district will provide up to twelve (12) days annually for sick leave, which shall be cumulative without limit.</p> <p>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.</p> <p>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.</p>
3. Delegation of Responsibility	<p>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. The misuse of sick leave shall be considered a serious infraction, subject to disciplinary action.</p>
4. Guidelines SC 1154	<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>Upon the expiration of all currently earned and accumulated sick leave, the Board may grant unpaid leave.</p>

