

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 14, 1991

REVISED:

534. SICK LEAVE	
1. Purpose	There shall be a sick leave policy for classified employees. Such policy will be in accordance with the following guidelines.
2. Authority	<p>Regularly employed classified employees considered full-time shall receive ten (10) sick leave days annually, which shall be cumulative. All accumulated sick leave may be used at any time it is needed.</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>
3. Delegation of Responsibility	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 subject to disciplinary action.
4. Guidelines	<p>Sick leave may be used for personal illness or for serious illness in the immediate family.</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>Any sickness and/or disability in excess of three (3) days shall be certified by the employee's physician in writing. If the period of sickness and/or disability exceeds a period of ten (10) days, the certification shall set forth in detail substantiating data.</p> <p>Upon the expiration of all currently earned and accumulated sick leave, an employee may request that the Board grant unpaid leave.</p>

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<p>School Code 1154</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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