



**SECTION: EMPLOYEES**

**POLICY: 334**

**TITLE: SICK LEAVE**

**ORIGINAL: April 28, 2003**

**CURRENT REVISION: April 4, 2022**

**LAST REVIEWED:**

## **ADMINISTRATIVE GUIDELINES**

- A. Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
- B. 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 Superintendent or his/her designee.
- C. Whatever the claims of disability, no day of absence shall be considered 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.
- D. Proof of Disability
  - a. Any employee absent on a sick leave may be required to submit a physician's written certification to the effect that the employee is unable to perform his or her duties.
  - b. Every employee absent for three (3) or more consecutive school days shall be required to submit a physician's certificate that the employee is unable to perform his or her duties.
  - c. A physician's certificate may not be presumed to conclusively establish the employee's disability. Pursuant to Section 14-1418 of the Pennsylvania School Code of 1949, 24PS 14-1418, whenever an employee is absent for more than ten (10) consecutive days the District shall require said employee to undergo an independent medical examination at the District's expense.
- E. Records
  - a. The District's personnel records shall show the attendance of each employee, and the days absent shall be recorded, with the reason for such absence noted.
  - b. A record shall be made of the unused sick leave days accumulated by each employee, which shall be made available to the employee in accordance with law.