

SECTION: SUPPORT EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 19, 2006

REVISED:

CARLISLE AREA SCHOOL DISTRICT

	534. SICK LEAVE
1. Purpose	A sick leave policy to ensure employees receive paid days for such absences shall be established and implemented for eligible support employees.
2. Authority	The Board shall annually provide full-time, regularly employed support staff sick leave days, which shall be cumulative, and shall be in accordance with an applicable compensation plan.
SC 510	The Superintendent or designee 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.
	The Superintendent or designee shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.
3. Delegation of Responsibility	The Superintendent or designee shall compile a report of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines Pol. 517	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
	A sick leave absence 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 designee.
	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 that would raise doubts regarding the validity of the sick leave request.

<p>School Code 510</p> <p>Board Policy 517</p>	<p><u>Proof Of Disability</u></p> <p>A support employee absent for three (3) or more consecutive work days may be required to submit a physician's statement.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p> <p><u>Records</u></p> <p>The district's personnel records shall show the attendance of each employee; and the days absent for sick leave purposes shall be recorded, with the reason for such absence noted.</p> <p>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 Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of a support employee, as provided in an applicable compensation plan.</p>
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