

SHALER AREA SCHOOL DISTRICT

POLICY 334

SECTION: ADMINISTRATIVE EMPLOYEES
TITLE: SICK LEAVE
ADOPTED: March 18, 1998
REVISED: October 16, 2002

334. SICK LEAVE

1. Purpose
SC1154
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.
2. Authority
The Board will provide sick leave days annually in accordance with the administrator's compensation plan.

Administrators hired by the District may transfer up to 75 days of reimbursable sick leave accrued as a result of employment by a K-12 public school system in the Commonwealth of Pennsylvania. Additional reimbursable sick leave in excess of 75 days must be approved by the Board of School Directors.

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.

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.
3. Delegation of Responsibility
The Superintendent shall report to the Board the names of those administrators absent for non-compensable cause or whose sick leave pay cannot be justified.
4. Guidelines
The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

The following conditions shall be part of this policy.

Eligibility

SC 1154

A sick leave shall commence when the administrator or agent, if the administrator 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 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.

Proof of Disability

SC 1154

An administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability. Such statements may not be presumed to establish the administrator's disability conclusively.

Records

The personnel records of the District for administrators shall show the attendance of each employee, and such days as that administrator may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each administrator, which shall be made available to the employee in accordance with the law.

