## CARLISLE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: September 21, 2006

**REVISED:** 

		434. SICK LEAVE
1.	Purpose	The sick leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under law.
2.	Authority SC 1154	The Board shall provide up to ten (10) days annually for sick leave, which shall be cumulative.
		Accumulated sick leave from other districts may be transferred in accordance with the collective bargaining agreement.
	SC 1154	The Superintendent 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.
	SC 1154	The Superintendent shall consider the application of any eligible employee 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 employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4.	Guidelines Pol. 417	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
		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 designee.
	SC 1154	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.

## 434. SICK LEAVE - Pg. 2

	7
	Proof Of Disability
SC 1154	A professional employee absent for three (3) or more consecutive school days may be required to submit a physician's statement.
	A physician's statement may not be presumed to conclusively establish the employee's disability.
	Records
SC 1154	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.
	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.
School Code 1154	
Board Policy 417	
i	