NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: March 10, 1997

REVISED:

334. SICK LEAVE

1. Purpose
SC 1154

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. Such policy shall be in accordance with the following guidelines.

2. Guidelines
Pol. 328

The district will provide twelve (12) days annually for sick leave with unlimited accumulation.

The Board reserves the right to require of any administrator claiming sick leave pay, sufficient proof, including a physician's certification, after three (3) or more consecutive days of absence, 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.

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

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.

SC 1154

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 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
SC 1154 School Code 1154	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 law.