

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 29, 1985

REVISED: March 20, 2002

# OLD FORGE SCHOOL DISTRICT

334. SICK LEAVE	
1. Purpose	The sick leave policy for administrative employees shall ensure that eligible 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.
SC 1154	The Board reserves the right to require any administrator claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	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 administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
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.
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.

School Code 1154	<p><u>Proof Of Disability</u></p> <p>SC 1154 An administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>An administrator absent for five (5) or more consecutive school days shall be required to submit a physician's statement.</p> <p>A physician's statement may not be presumed to conclusively establish the administrator's disability.</p> <p><u>Records</u></p> <p>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.</p> <p>A record shall be made of the unused sick leave days accumulated by each administrative employee, which shall be made available to the employee in accordance with law.</p>
---------------------	---