

Book Policy Manual
Section 300 Employees
Title Sick Leave
Code 334
Status Active
Legal [1. 24 P.S. 1154](#)
[2. 24 P.S. 510](#)
[3. Pol. 317](#)
Adopted February 24, 2020
Last Revised October 12, 2020

Authority

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused sick leave shall be cumulative. [\[1\]](#)

Board policy for non certificated administrative and classified employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused sick leave shall be cumulative.

The District reserves the right to require any employee claiming paid or unpaid sick leave pay to submit sufficient proof, including documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant, of the employee's illness, disability or need to quarantine, unless prohibited by law or collective bargaining agreement. [\[1\]\[2\]](#)

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action. [\[3\]](#)

The Board shall consider the application of any eligible employee for an extension of sick leave with or without pay, pursuant to law where applicable, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted. [\[1\]\[2\]](#)

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

Notwithstanding claims of disability, no day of absence shall be considered a sick leave day if 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.

Proof of Disability

An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.[\[1\]\[2\]](#)

A physician's statement may not be presumed to conclusively establish the employee's disability.

Records

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.[\[1\]\[2\]](#)

A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee.[\[1\]\[2\]](#)

Revision to Policy 334 adopted on February 24, 2020 that replaced Policy 5213 - Sick Leave-Professional Personnel originally adopted 10-11-67 and revised 9-9-85 and 11-13-00