

COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: August 28, 1997

REVISED:

434. SICK LEAVE	
1. Purpose SC 1154	There shall be a sick leave policy for professional employees that ensures that such employees will receive no less than the minimum sick leave provided under law.
2. Authority SC 1154	<p>The district will provide up to ten (10) days annually for sick leave, which shall be cumulative.</p> <p>The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.</p> <p>The Board 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.</p>
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 SC 1154	<p>The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>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.</p> <p>Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p>

Employees shall report their illnesses or accidental injuries in accordance with the procedures established for such, and as soon as possible each day, unless definite arrangements have been made with the appropriate building principal and/or supervisor to employ a substitute for a longer term than one (1) day. If the employee does not notify the appropriate individual(s) of continuing illness or accidental injury and corresponding absence, it shall be understood that said employee will report to work the following day.

Any employee dismissed or resigning during a contract year shall be considered to have earned one (1) day's sick leave per month to the date of dismissal or resignation, and such employee's final pay shall be adjusted accordingly.

Records

The personnel records of the district for professional employees shall show the attendance of each employee, and such days as that employee 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 employee, which shall be made available to the employee in accordance with law.