

Tyrone Area School District

TITLE: SICK LEAVE

ADOPTED: November 12, 1996

REVISED:

<p>1.Purpose SC 1154</p> <p>2.Guidelines SC 1154</p>	<p style="text-align: center;">434. SICK LEAVE</p> <p>There shall be a sick leave policy for professional employees that ensure that such employees will receive no less than the minimum sick leave provided under law. Such policy shall be in accordance with the following guidelines.</p> <p>The district will provide up to ten (10) days annually for sick leave of which all 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. Professional employees absent one or more days shall file a written statement with the administrative superior giving reason for such absence. The administration has the right to request and obtain a written doctor's statement for any absence of suspected misuse. Absences in excess of three (3) consecutive days may require a doctor's written statement.</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> <p>The Superintendent shall report to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.</p> <p>The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.</p> <p>The following conditions shall be part of this policy.</p> <p>A. <u>Eligibility</u></p> <p>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.</p>
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SC 1154	<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><u>B. Proof Of Disability</u></p> <p>Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>Such statements, in and of themselves conclusively, may not be presumed to establish the employee's disability.</p> <p><u>C. Duration Of Leave</u></p> <p>Upon the expiration of all then currently earned and accumulated sick leave, the Board may grant unpaid leave for the remainder of the school year.</p> <p><u>D. Records</u></p> <p>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. Teachers shall be given a written accounting of accumulated sick leave days no later than October 1 of each school term. Such accounting shall include the total at the beginning of the previous term, the total days of absence, and the total at the close of the term.</p> <p>The Board shall authorize the payment of \$30 per day to a maximum of 100 days for unused sick leave upon retirement or upon death during service.</p> <p><u>Sick Leave Bank</u></p> <p>Each professional participant shall donate one (1) of the ten (10) mandated days of sick leave which is deposited into a pool from which eligible participants may receive extended sick leave benefits. The pooling of days, as initiated, is to be operated by the Superintendent's/Business Office in conjunction with the Association. The operation and provisions of the Sick Leave Bank are as follows:</p> <p>1. Definition</p> <p>The Sick Leave Bank is a system whereby each eligible participant will donate one (1) of the ten (10) mandated days of his/her sick leave into a pool from which</p>
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<p>School Code 1154</p>	<p>eligible participants can receive extended sick leave benefits for serious illnesses.</p> <p>2. Method of Administration</p> <p>a. It must be available to all professional employees.</p> <p>e</p> <p>b. Each eligible participant shall donate one (1) of his/her ten (10) mandated sick leave days.</p> <p>c. Before a participant is eligible to draw from the bank, a ten-day period must elapse beyond the personal sick leave accumulation. A ten-day waiting period must elapse each time prior to the use of the sick leave bank.</p> <p>d. There is a limit of fifty (50) days maximum benefit for any one eligible member during any three-year period.</p> <p>e. Any new professional employee in the district can join by meeting the requirements of a one-year waiting period and by donating one of his/her sick leave days.</p> <p>f. A member can withdraw from the program at will but cannot take with him/her previously donated days.</p> <p>g. The bank cannot be used for cases of pregnancy.</p> <p>h. A doctor's signature must accompany any request for use.</p> <p>i. A request for use must be sent to the Sick Leave Bank Committee and the committee shall submit all decisions to the Business Office for processing. The committee shall consist of a Superintendent designee and four (4) TAEA teachers.</p>
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