

Tyrone Area School District

TITLE: SICK LEAVE

ADOPTED:

REVISED:

<p>1.Purpose</p> <p>2.Guidelines</p>	<p style="text-align: center;">534. SICK LEAVE</p> <p>Sick leave is leave taken by a regular, fulltime employe of the school district who is absent from assigned duty because of personal disability due to illness or injury, or because s/he has been excluded from school by the school district physician as a result of contagious disease or other condition that creates a hazard for students and other employes.</p> <p>Sick leave will be granted at the rate of ten (10) days per year for aides, full-time secretaries, and custodians, accumulative without limitation. Part-time employes hired for the year to work four (4) hours or more will receive six (6) days sick leave per year, accumulative without limitation. Regular hourly employes working less than four (4) hours per day will receive three (3) days sick leave per year, accumulative without limitation. Sick leave will be granted at the rate of six (6) days per year for all full-time cafeteria employes; accumulation without limitation. All sick leave may require a medical examiner's verification stating reason for absence. Absences requiring payroll deductions will be made by dividing the annual rate by the number of days employed during the year.</p> <p>The rules regulating the payment of salaries in the case of sickness, injury or death are governed by policies adopted by the Board and are applicable to all employes covered by sick leave. In order to reestablish sick leave eligibility with the beginning of the new school year, employes must have worked at least one day in the new school year. Continuing employes will receive benefits on a continuing basis. Any day away from work will require an absence slip to the Business Office or Food Service Director upon returning to work indicating the reason for the absence.</p> <p><u>Sick Leave Bank</u></p> <p>The School District will provide a Sick Leave Bank, available to all full-time secretaries/aides and custodians who qualify after five(5) years of service with the School District. During any threeyear period, a maximum of fifty (50) days of extended sick leave benefits are available. These days are used after all personal sick leave and vacation time is depleted. Sick Bank benefits shall not be available to employes on maternity leave of absence or long-term leave of absences, except</p>
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