

Absences and Leaves Due to Illness, Injury and Disability

Whenever an employee is prevented by illness, injury or disability from performing customary duties, the District shall pay the employee for each full or partial day of absence, to the extent required by law and by contractual agreements. Each employee shall notify the District when unable to report to work.

Special Provision for Employees Not Covered by Group or Individual Contracts

Sick Leave

Employees shall accrue paid sick leave entitlement at the rate of one (1) of their normal working days for each month the employee is scheduled to work, effective July 1 of each year.

Part-time employees shall accrue paid sick leave entitlement proportionately based upon their normal hours per day that employee is scheduled to work, effective July 1 of each year.

Sick days for new employees shall be prorated through the end of the school year based upon hours or months worked.

Unused Sick Leave

Unused sick leave days are accumulated from year to year, absent an approved Board resolution to the contrary.

Provisions Applicable to All Employees

Limitations on Length of Leave

If the absence of an employee because of illness or injury exceeds the number of accumulated sick days available to that employee, then in such event, the return of an employee from such leave of absence after the exhaustion of accumulated sick days available to that employee shall be at the sole discretion of the Board, subject only to the limitations of any applicable law, including but not limited to the Americans With Disabilities Act (ADA), the Family Medical Leave Act and the Pennsylvania Workers Compensation Act, and any applicable employment agreement. For purposes of leave recommended pursuant to the ADA, the Board will apply the criteria set forth in the accompanying Administrative Regulation.

Long Term Disability

An eligible employee may, at their sole discretion, initiate an application for long term disability benefits after the appropriate waiting period.

Medical Certification

At any time during the course of any leave under this Policy, the Superintendent or designee may require the employee to furnish a certificate from a physician detailing the employee's physical or mental condition, as appropriate under the circumstances, or require such employee to undergo a medical examination by a physician(s) designated by the District. If the employee fails to furnish a required certification, fails to submit to a required examination, or after such examination of the employee, if the physician designated by the District determines that the employee is physically fit to return to the same or substantially equivalent position, and that employee does not do so after written notice from the District to the employee to return on a certain day, then that employee shall be deemed to have forfeited all rights to employment with the District.

Misuse of Sick Leave

Misuse of leave shall be considered a serious infraction subject to disciplinary action consistent with any applicable collective bargaining agreement.

The Superintendent shall establish regulations to implement this policy.

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