

Employee Leave

Authority

The Board has authority to specify reasonable conditions under which leaves may be granted, the type of situations in which such leaves will be permitted, and, in conformity with applicable collective bargaining agreements and other employment contracts, the total number of days that may be used by an employee in any school year for such leave. [1][2]

Guidelines

An employee's leave of absence may be granted upon the recommendation of the Superintendent of Schools and Board approval provided that the granting of such leave will serve the best interests of the District. Using the appropriate application form (Regulation 4600), employees shall describe the circumstances under which the leave is requested and indicate whether the leave is requested with or without pay.

Professional Leaves

A paid professional leave of up to three days may be granted by the Superintendent of Schools provided that the granting of such leave will serve the best interests of the District and provided there is no additional cost to the District other than for a substitute. Recognizing that outstanding staff members will periodically be called upon to make speeches or presentations before professional organizations, groups of teachers from other school districts and other similar audiences, the Board expressly encourages such professional activities as long as they are not so frequent as to interfere with the instructional program delivered to students. In those cases where staff members are eligible under law for honoraria in connection with such engagements, the Superintendent is authorized to approve acceptance of honoraria for up to three days of such professional leave. The Superintendent may waive the three day limit, in the event that a professional employee receives a professional award which meets criteria as set forth in the accompanying Administrative Regulation.

Personal Leaves

Personal leave days with pay shall be granted to district employees in accordance with provisions of the applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.

Sick Leaves

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.

The Board reserves the right, through the Superintendent or designee, to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the

employee's illness or disability. Such proof might be required when, for example, there is suspected misuse of sick leave, or the leave is for an extended duration. Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

Whatever the 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.

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

Records

The District's personnel records shall show the attendance of each employee, the days the employee was absent, and the reason for such absences.[\[1\]\[2\]](#)

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

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided, if at all, in the applicable administrative compensation plan, individual employment contract, collective bargaining agreement, Board-approved employee handbook, or Board resolution.

Uncompensated Leaves

The Board recognizes that in certain situations, an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent. Uncompensated leave shall be granted in accordance with provisions of the accompanying Administrative Regulation, administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Note: Nothing in this Policy is intended to conflict with any applicable administrative compensation plan, individual employment contract, collective bargaining agreement, Board-approved employee handbook, or Board resolution. To the extent that any provision in this Policy conflicts with a provision contained in the applicable administrative compensation plan, individual employment contract, collective bargaining agreement, Board-approved employee handbook, or Board resolution, the provision of the applicable administrative compensation plan, individual employment contract, collective bargaining agreement, Board-approved employee handbook, or Board resolution shall control.

Legal

1. [24 P.S. 1154\(e\)](#)
2. [24 P.S. 510](#)

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