

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: FEBRUARY 19, 2014

REVISED: JANUARY 16, 2014

<b>334. SICK LEAVE</b>	
1. Purpose	The sick leave policy for employees shall ensure that eligible employees will receive sick leave as provided under law or by contract.
2. Authority SC 1154	The Board shall provide days annually for sick leave, based on negotiated collective bargaining agreements, Act 93 agreements and negotiated contracts.
SC 1154	The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	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.
3. Guidelines Pol. 317	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154	A sick leave shall commence when the employee, or agent if the 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.
SC 1154	Whatever the claims of disability, no day of absence shall be considered a sick leave day on which 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.
SC 1154	<u>Proof of Disability</u> An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.  A physician's statement may not be presumed to conclusively establish the employee's disability.

<p>SC 1154</p>	<p><u>Records</u></p> <p>The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p> <p>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.</p> <p>References: School Code 1154 Board Policy 317</p>
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