

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES**

TITLE: SICK LEAVE

ADOPTED: NOVEMBER 20, 2002

REVISED: JUNE 18, 2014

334. SICK LEAVE	
1. PURPOSE	The sick leave policy for administrative employees shall ensure that eligible employees will receive no less than the minimum sick leave provided under law.
2. AUTHORITY SC 1154	The Board shall provide annually for sick leave, which shall be cumulative.
SC 1154	The Board reserves the right to require any administrator 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 administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
3. DELEGATION OF RESPONSIBILITY	The Executive Director shall report to the Board the names of administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. GUIDELINES	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
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> The Board shall require the employee to furnish a certificate from a physician or other practitioner certifying that the employee was unable to perform his/her duties during the period in excess of three (3) consecutive days of absences at any one time.

SC 1154	<p>A physician's statement may not be presumed to conclusively establish the administrator's disability.</p> <p><u>Records</u></p> <p>The intermediate unit'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 administrative employee, which shall be made available to the employee in accordance with law.</p> <p>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 administrative employee, as provided in the administrative compensation plan or individual contract.</p> <p><u>Notification of Absence</u></p> <p>Each employee must call and report off for each day of absence.</p> <p>Employees shall call the answering service at 570-287-5199 and report the following information:</p> <ol style="list-style-type: none">1. Name and position.2. School or place of employment.3. Reason for absence. <p>Failure to report any absence will result in the employee not receiving any benefits approved or agreed to by the Board.</p>
School Code 1154	

