

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE  
UNIT EMPLOYEES-  
SUPPORTIVE SERVICES**

**TITLE: SICK LEAVE**

**ADOPTED: NOVEMBER 20, 2002**

**REVISED: OCTOBER 22, 2014**

534. SICK LEAVE	
1. Purpose	A sick leave policy to ensure employees receive paid days for such absences shall be established and implemented.
2. Authority	The Board shall annually provide full-time, regularly employed classified staff sick leave days, which shall be cumulative and granted in accordance with the terms of the collective bargaining agreement.
SC 510	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.
3. Delegation of Responsibility	The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.
4. Guidelines	The Executive Director shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
	The 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 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.
	<u>Notification of Absence</u>
	Each employee must call and report off for each day of absence.
	Each employee must call the answering service at 570-287-9689 <u>prior to 6:00 A.M.</u> and report the following information:
	1. Name and position.

<p>School Code 510</p>	<p>2. School or place of employment. 3. Reason for absence.</p> <p>Failure to report any absence will result in the employee not receiving any benefits approved or agreed to by the Luzerne Intermediate Unit Board of Directors.</p> <p><u>Proof of Disability</u></p> <p>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 of three (3) consecutive days of absences at any one time for which compensation is required to be paid under this section.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p> <p><u>Records</u></p> <p>Personnel records shall show the attendance of each employee; and the days absent for sick leave purposes 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 reported to the employee.</p>
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