

1 334 . SICK LEAVE

2 **1. Purpose**

3 There shall be a sick leave policy for administrative employees that ensures that such employees will
4 receive no less than the minimum sick leave provided under law for professional employees. Such policy
5 shall be in accordance with the following guidelines.

6 *§1154*

7 **2. Guidelines**

8 The district will provide up to fifteen (15) days annually for sick leave of which all shall be cumulative.

9 *§1154*

10 The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof,
11 including a physician's certification, of the employee's illness or disability. The Board shall consider the
12 application of any eligible administrator for an extension of sick leave, pursuant to law where applicable,
13 when the employee's own accumulated sick leave is exhausted.

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15 The Superintendent shall report to the Board the names of those administrators absent for non-compensable
16 cause or whose claim for sick leave pay cannot be justified.

17
18 The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.

19
20 The following conditions shall be part of this policy.

21
22 **A. Eligibility**

23 A sick leave shall commence when the administrator or agent, if the administrator is sufficiently
24 disabled reports the absence. A sick leave day, once commenced, may be reinstated as a working
25 day only with the approval of the Superintendent or designee.

26
27 Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on
28 which the employee has engaged in or prepared for other gainful employment, or has engaged in
29 any activity which would raise doubts regarding the validity of the sick leave request.

30 *§1154*

31 **B. Proof of Disability**

32 Any administrator absent on sick leave may be required to submit a physician's written statement
33 certifying his/her disability. Such statements may not be presumed to establish the administrator's
34 disability conclusively.

35
36 **C. Duration of Leave**

37 Upon the expiration of all currently earned and accumulated sick leave and depletion of the Sick
38 Bank as provided in the Memorandum of Understanding for Administrators (Section 11-F), the
39 Board may grant unpaid leave for the remainder of the school year or to the end of the
40 administrator's contract period, whichever comes first.

41
42 **D. Records**

43 The personnel records of the district for administrators shall show the attendance of each employe,
44 and such days as that administrator may be absent shall be recorded with the reason for such
45 absence noted. A record shall be made of the unused sick days accumulated by each administrator,
46 which shall be made available to the employee in accordance with law.