

1        434 . SICK LEAVE

2        **1. Purpose**

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

6                *§1154*

7        **2. Guidelines**

8        The district will provide up to ten (10) days annually for sick leave of which all shall be cumulative.

9                *§1154*

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

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

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

17        The following conditions shall be part of this policy.

18                **A. Eligibility**

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

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

26                *§1154*

27                **B. Proof of Disability**

28                Any employee absent on sick leave may be required to submit a physician's written statement  
29                certifying his/her disability.

30                Such statements, in and of themselves conclusively, may not be presumed to establish the  
31                employee's disability.

32                **C.** Upon the expiration of all then currently earned and accumulated sick leave, the Board may  
33                grant unpaid leave for the duration of the illness.

34                **D. Records**

35                The personnel records of the district for professional employees shall show the attendance of  
36                each employee, and such days as that employee may be absent shall be recorded with the  
37                reason for such absence noted. A record shall be made of the unused sick leave days  
38                accumulated by each employee, which shall be made available to the employee in accordance  
39                with law.

40                *§1154*