

1        534 . SICK LEAVE

2        **1. Purpose**

3        Regularly employed classified employees considered full-time shall receive ten (10) sick leave days  
4        annually, all of which shall be cumulative.

6        **2. Definition**

7        Sick leave is defined as leave taken by a regular, full-time employee of the school district who is absent  
8        from assigned duty because of personal disability due to illness or injury, or because s/he has been  
9        excluded from school by the school district physician as a result of contagious disease or other condition  
10       that creates a hazard for students and other employees.

12       **3. Authority**

13       The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including  
14       a physician's certification, of the employee's illness or disability.

16       The Board shall consider the application of any eligible employee for an extension of sick leave when the  
17       employee's accumulated sick leave is exhausted.

19       The Superintendent shall submit to the Board the names of those employees absent for non-compensable  
20       cause or whose claim for sick leave pay cannot be justified. The misuse of sick leave shall be considered a  
21       serious infraction and subject to disciplinary action.

23       The following conditions shall be part of this policy.

25       **A. Eligibility**

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

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

35       **B. Proof of Disability**

36       Any employee absent on sick leave may be required to submit a physician's written statement  
37       certifying his/her disability. Such statements may not be presumed to conclusively establish  
38       the employee's disability.

39       Should an employee of the school district, in the opinion of a responsible administrator, show  
40       evidence of deviation from normal physical or mental health, the administrator shall report  
41       this to the Superintendent who shall recommend a course of action in accordance with Board  
42       policy.

45       **C. Duration of Leave**

46       Upon the expiration of all currently earned and accumulated sick leave, an employee may  
47       request that the Board grant unpaid leave for the remainder of the school year or to the end of  
48       the employee's contract period, whichever comes first.

49       Each such request shall be considered on its own merits.

52       **D. Records**

53       The personnel records of the district shall show the attendance of each employee, and such  
54       days as that employee may be absent for sick leave purposes shall be recorded with the reason  
55       for such absence noted. A record shall be made annually of the unused sick leave days  
56       accumulated by each employee, and shall be reported to the employee.

57       *School Code: §1154*