



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	SICK LEAVE
ADOPTED:	5/24/17
REVISED:	

	<p>334 - <u>SICK LEAVE</u></p>
	<p>Section 1. <u>Purpose</u></p> <p>The sick leave policy for administrative employees shall ensure that eligible employees will receive no less than the minimum sick leave provided under law.</p>
SC 1154	<p>Section 2. <u>Authority</u></p> <p>a. The Board shall provide up to fifteen (15) days annually for sick leave, which shall be cumulative.</p>
SC 1154	<p>b. 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.</p>
SC 1154	<p>c. 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.</p>
	<p>Section 3. <u>Delegation of Responsibility</u></p> <p>The Superintendent shall report to the Board the names of administrators absent for no compensable cause or whose claim for sick leave pay cannot be justified.</p>
	<p>Section 4. <u>Guidelines</u></p> <p>a. Absence from Duty/Illness</p> <p>All administrative employees shall be expected to follow the established procedures for reporting off from duty and to comply with regulations with reference to such absence. Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p>
SC 1154	<p>1. When an administrative employee is absent due to illness he/she is entitled to paid accumulated leave.</p>

SC 1154	<p>2. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p>
SC 1154	<p>3. 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.</p>
SC 1154	<p>4. Administrative employees must provide a doctor's certificate when absent due to illness:</p> <ul style="list-style-type: none"> • Is greater than three (3) consecutive days. • If the period is three days or less at the discretion of the Superintendent. • Is in the best interest of the School District. <p>b. Leave Due To Personal Illness: Leave of absence due to personal illness may be granted to employees at the discretion of the Board for a period not to exceed six months and may be renewed for another six months at the discretion of the Board; the total consecutive sick leave period shall not exceed one calendar year.</p> <ol style="list-style-type: none"> 1. An administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability. A physician's statement may not be presumed to conclusively establish the administrator's disability. 2. An administrator absent on sick leave for more than five days or experiencing absence due to illness on an intermittent basis will also be required to complete Family Medical Leave Act (FMLA) paperwork. 3. Upon the expiration of all currently earned and accumulated sick leave, the Board may grant unpaid leave for the remainder of the school year or to the end of the administrator's contract period, whichever comes first.
SC1156	<ol style="list-style-type: none"> 4. Should leave be required beyond the end of the school year or the end of the administrator's normal contract period, an administrator may request that the Board grant a one-year extension. The Board has no obligation to extend a leave beyond one calendar year. <p>c. Records – The District's personnel records shall show the attendance of each employee; and the days absent shall be recorded. 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>d. Sick Leave Compensation - Employees will be compensated during absences</p>

due to illness. A sick leave shall commence when the administrator, or agent if the administrator is sufficiently disabled, reports the absence.

References:

State Board of Regulations – 22 PA Code Sec. 1154

Replaces Policy:

5140