



Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	Second Reading
Adopted	June 12, 2014
Last Revised	May 11, 2023
Prior Revised Dates	12/01/2022

### **Authority**

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative.[1]

Board policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The Board reserves the right to require any employee claiming paid or unpaid sick leave to submit sufficient proof, including documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant, of the employee's illness, disability or need to quarantine.[1][2]

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[3]

The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted, pursuant to law or collective bargaining agreement provisions where applicable.[1][2]

The following employees shall be granted sick leave:

1. Administrative.
2. Professional
3. Classified.
  - a. Full-time twelve (12) month secretary.

- b. Full-time ten (10) month secretary.
- c. Full-time twelve (12) month maintenance.
- d. Full-time twelve (12) month custodian.
- e. Full-time twelve (12) month technology.
- f. Full-time nine-month cafeteria.
- g. Full-time nine-month paraprofessional.
- h. Part-time twelve (12) month Maintenance Worker III.

**i. Part-time nine-month paraprofessional**

**j. Part-time nine-month cafeteria worker**

When an employee listed above is hired, they will receive the following proration of sick leave immediately, based on their hire date:

- 1. Hired July 1 - September 30: One hundred percent (100%).
- 2. Hired October 1 - December 31: Seventy-five percent (75%).
- 3. Hired January 1 - March 31: Fifty percent (50%).
- 4. Hired April 1 - June 30: Twenty-five percent (25%).

Administrative and professional employees shall be defined by their contracts.

Classified employees shall receive the following sick leave entitlement:

- 1. At the beginning of the fiscal year following their employment date, the following classified employees shall be credited with paid sick leave according to the following schedule:

- a. For full-time status twelve (12) and ten (10) month Secretaries, twelve (12) month Maintenance and Custodians and twelve (12) month technology assistant:

i.

<u>Years of Service</u>	<u>Number of Hours</u>
1-9 years	80 hours
10 or more years	96 hours

- b. For full-time status nine (9) month cafeteria and paraprofessional:

i.

<u>Years of Service</u>	<u>Number of Hours</u>
1-9 years	80 hours
10 or more years	96 hours

- c. Part-time twelve (12) month Maintenance Worker III shall receive twenty-five (25) hours.
- d. **Part-time nine (9) month Paraprofessional shall receive 30 hours.**
- e. **Part-time nine (9) month Cafeteria worker shall receive 30 hours.**

- 2. Said leave may be used incrementally in blocks of fifteen (15) minutes.

The unused portion of such leave shall be accumulative from year to year without limit. All or any part of such unused sick leave may be used during any work year.

### **Definition**

**Sick leave** is defined as leave taken by an employee of the school district who is absent from assigned duty because of personal disability due to illness or injury or because s/he has been excluded from school as a result of contagious disease or other condition that creates a hazard for students and other employees.

Sick time may also be used to care for an immediate family member who resides with the employee.

Sick leave may also be used during the workdays for medical/dental appointments of an emergency nature or if said employee must use only a portion of a day for illness.

Approval of this type of appointment must be received from the building administrator of the building in which employee works.

Routine medical/dental appointments must still be scheduled outside of the school day.

All sick leave hours used for any portion of a workday, will be deducted from the total number hours normally worked for that specific day for each employee.

### **Delegation of Responsibility**

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

### **Guidelines**

Whatever the claims of disability, no day of absence shall be considered a sick leave day if 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.

### **Records**

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.[\[1\]](#)[\[2\]](#)

A record shall be made of the unused sick leave hours/days accumulated by each district employee, which shall be reported to the employee.[\[1\]](#)[\[2\]](#)

A record of sick leave hours/days accumulated by each employee is noted on employee's bi-weekly pay stub.[\[1\]](#)[\[2\]](#)

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

The following conditions shall be part of this policy.

### **Workers' Comp - Sick Time Use**

Any employee receiving wage benefits under workers' compensation shall be prohibited from payment under the sick days benefit program also.[\[4\]](#)

An exception is that an employee can request a prorated use of sick time available not to exceed the difference between workers' compensation payments and the employee's net paycheck received for a normal work week (excludes voluntary deductions for savings bonds, TSA, etc.).

Legal                    [1. 24 P.S. 1154](#)  
                              [2. 24 P.S. 510](#)  
                              3. Pol. 317  
                              4. Pol. 346

Cross                    Pol. 346  
References