

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 20, 2011

REVISED:

434. SICK LEAVE	
1. Purpose	The sick leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under law.
2. Authority SC 1154, 1850.1	The Joint Operating Committee shall provide up to ten (10) days annually for sick leave, which shall be cumulative.
SC 1154	The Joint Operating Committee reserves the right to require a professional employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	The Joint Operating Committee shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
3. Delegation of Responsibility	The Administrative Director shall report to the Joint Operating Committee the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines Pol. 417	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154	A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Administrative Director or designee.
SC 1154	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>	<p><u>Proof Of Disability</u></p> <p>A professional employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>When the period of absence is in excess of four (4) days, an employee shall be required to submit a statement from the physician or other practitioner certifying that the employee was unable to perform his/her duties.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p>
<p>SC 1154</p>	<p><u>Records</u></p> <p>The center's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made of the unused sick leave days accumulated by each employee, which shall be made available to the employee in accordance with law.</p>
<p>School Code 1154</p>	<p><u>Unused Sick Leave</u></p> <p>The Joint Operating Committee shall pay an employee for accumulated sick days upon retirement or death in accordance with the provisions of the collective bargaining agreement.</p>