

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 20, 2011

REVISED:

534. SICK LEAVE	
1. Purpose	A sick leave policy to ensure paid days for such absences shall be established and implemented for eligible non-instructional employees.
2. Authority	The Joint Operating Committee shall annually provide full-time, regularly employed non-instructional staff sick leave days, which shall be cumulative.
SC 1850.1	The Joint Operating Committee reserves the right to require a non-instructional employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
3. Delegation of Responsibility	The Joint Operating Committee shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.
4. Guidelines	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.
	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
	Employees shall follow established procedures for reporting off from duty. Employees absent from duty must file a written statement with the office giving the reason for the absence.
	Employees unable to report for duty shall notify the office at the opening of the regular hours of duty or the evening before, and such notice shall be used to arrange for proper substitutions through the Administrative Director's office. Any employee who abuses the provisions for sick leave may forfeit the right to sick leave benefits for such a period of time as the Joint Operating Committee deems proper.

<p>School Code 1850.1</p>	<p>A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Administrative Director or designee.</p> <p>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> <p><u>Proof Of Disability</u></p> <p>A non-instructional 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 exceeds 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><u>Records</u></p> <p>The center's personnel records shall show the attendance of each employee; and the days absent for sick leave purposes 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 reported to the employee.</p> <p><u>Unused Sick Leave</u></p> <p>The Joint Operating Committee shall pay an employee for accumulated sick days upon retirement in accordance with the provisions of the applicable benefits statement or a collective bargaining agreement, if one exists.</p>
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