

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

No. 334

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 20, 2011

REVISED: October 15, 2020

334. SICK LEAVE

Authority

Joint Operating Committee 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 Joint Operating Committee resolution. Unused leave shall be cumulative.

Joint Operating Committee 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 Joint Operating Committee resolution. Unused leave shall be cumulative.

The Joint Operating Committee 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.

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

The Joint Operating Committee 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,

Delegation of Responsibility

The Administrative Director shall report to the Joint Operating Committee the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

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Guidelines

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.

Records

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.

A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee.

Unused Sick Leave

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

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Legal

1. 24 P.S. 1154
2. 24 P.S. 1850.1
3. Pol. 317
4. Pol. 335
5. Pol. 339