



Section CLASSIFIED EMPLOYEES

Title SICK LEAVE

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

534. SICK LEAVE

1. Purpose Regularly employed classified employes considered full-time shall receive 14 sick or family emergency leave days annually, all of which shall be cumulative.

2. Definitions Sick leave is defined as leave taken by a regular, full-time employe 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 by the school district physician as a result of contagious disease or other condition that creates a hazard for students and other employes.

3. Authority The Board reserves the right to require of any employe claiming sick leave pay sufficient proof, including a physician's certification, of the employe's illness or disability.

The Board shall consider the application of any eligible employe for an extension of sick leave when the employe's accumulated sick leave is exhausted.

A. Eligibility

A sick leave absence shall commence when the employe or agent, if the employe 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 Superintendent or designee.

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whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employe has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.

B. Proof of Disability

Any employe absent on sick leave may be required to submit a physician's written statement certifying his/her disability, after three (3) days absence and upon administrative request. Such statements may not be presumed to conclusively establish the employe's disability.

D. Records

The personnel records of the district shall show the attendance of each employe, and such days as that employe may be absent for sick leave purposes shall be recorded with the reason for such absence noted. A record shall be made annually of the unused sick leave days accumulated by each employe, and shall be reported to the employe annually.

School Code

SC 1154

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