

**BLOOMSBURG AREA SCHOOL DISTRICT
Policy Manual**

Section: ADMINISTRATIVE EMPLOYEES

Title: SICK LEAVE

Date Adopted: August 17, 1981

Date Last Revised: February 18, 2003

334. SICK LEAVE

- .1 There shall be a sick leave policy for administrative employees that ensures that such employees will receive no less than the minimum sick leave provided under law for professional employees. Such policy shall be in accordance with the following guidelines.
- .2 The district will provide up to twelve (12) days annually for sick leave, which shall accumulate without limit.
- .3 The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability. The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
- .4 The Superintendent shall report to the Board the names of those administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
- .5 The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.
- .6 The following conditions shall be part of this policy:
 - .61 Eligibility
 - .611 A sick leave shall commence when the administrator, or agent if the administrator is sufficiently disabled, reports the absence.

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

.62 Proof of Disability

.621 Any administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability.

.622 Every administrator absent for three (3) or more consecutive school days or ten (10) or more nonconsecutive sick leave days may be required to submit such a statement.

.623 Such statements may not be presumed to establish the administrator's disability conclusively.

.63 Duration of Leave

.631 Upon the expiration of all currently earned and accumulated sick leave, the Board may grant leave with compensation, if any, to be determined at the time leave is granted.

.632 Should leave be required beyond the end of the school year or the end of the administrator's normal contract period, an administrator may request that the Board grant a one-year extension. If granted, the Board agrees to provide a position of like responsibility upon the employee's return.

.64 Records

.641 The personnel records of the district for administrators shall show the attendance of each employee, and such days as that administrator may be absent shall be recorded with the reason for such absence noted.

.642 A record shall be made of the unused sick leave days accumulated by each administrator, which shall be made available to the employee in accordance with law.