

EPHRATA AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: December 18, 2006

REVISED: December 14, 2020

334. SICK LEAVE	
<p>1. Authority 24 P.S. 1154</p>	<p>Board 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 Board resolution. Unused leave shall be cumulative.</p>
<p>24 P.S. 510, 1154</p>	<p>Board 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 Board resolution. Unused leave shall be cumulative.</p>
<p>Pol. 317</p>	<p>The Board 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.</p>
<p>24 P.S. 510, 1154</p>	<p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p>
<p>2. Delegation of Responsibility</p>	<p>The Board 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.</p>
<p>3. Guidelines</p>	<p>The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.</p>
	<p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if 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>

334. SICK LEAVE - Pg. 2

<p>24 P.S. 510, 1154</p> <p>24 P.S. 510, 1154</p>	<p><u>Records</u></p> <p>The district'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 district employee, which shall be reported to the employee.</p> <p>The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>References:</p> <p>School Code – 24 P.S. 510, 1154</p> <p>Board Policy – 317</p>
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