

# SHALER AREA SCHOOL DISTRICT

POLICY 534

SECTION: CLASSIFIED EMPLOYEES  
TITLE: SICK LEAVE  
ADOPTED: February 18, 1998  
REVISED: October 16, 2002

## 534. SICK LEAVE

1. Purpose Regularly employed classified employees considered full time shall receive sick leave days in accordance with the applicable collective bargaining agreement.
2. Definition Sick leave is defined as leave taken by a regular, full-time employee of the School District who is absent from assigned duty because of personal disability due to illness or injury, or because she/he has been excluded from school by the School District physician as a result of a contagious disease or other condition that creates a hazard for students and other employees.  
  
Classified employees hired by the District may transfer up to 75 days of reimbursable sick leave accrued as a result of employment by a K-12 public school system in the Commonwealth of Pennsylvania. Additional reimbursable sick leave in excess of 75 days must be approved by the Board of School Directors.
3. Authority The Board reserves the right to require of any employee 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 employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.
4. Guidelines The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.

### Eligibility

A sick leave absence shall commence when the employee or agent, if the employee is sufficiently disabled, reports the absence.

### Proof of Disability

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

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### Records

The personnel records of the District shall show the attendance of each employee, and such days as that employee 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 employee, and shall be reported to the employee, in accordance with law.

