



Section ADMINISTRATIVE EMPLOYEES

Title SICK LEAVE

LINE MOUNTAIN SCHOOL DISTRICT

Date Adopted September 26, 1979

Amended February 23, 1982

Guide		Reference
	334. SICK LEAVE	
1. <u>Purpose</u>	There shall be sick leave policy for administrative employes that ensures that such employes will receive no less than the minimum sick leave provided under law for professional employes. Such policy shall be in accordance with the following guidelines.	§ 1154
2. <u>Guidelines</u>	<p>The district will provide up to twelve (12) days annually for sick leave of which all shall be cumulative.</p> <p>The Board reserves the right to require of any administrator 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 administrator for an extension of sick leave, pursuant to law where applicable, when the employe's own accumulated sick leave is exhausted. The Superintendent shall report to the Board the names of those administrators absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.</p> <p>The following conditions shall be part of this policy:</p> <p>A. <u>Eligibility</u></p> <p>A sick leave shall commence when the administrator or agent, if the administrator 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.</p> <p>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, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.</p>	<p>§ 1154</p> <p>§ 1154</p>

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B. Duration of Leave

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.

C. Records

The personnel records of the district for administrators shall show the attendance of each employe, and such days as that administrator may be 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 administrator, which shall be made available to the employe in accordance with law.

§ 1154

Professional employes retiring from service in the Line Mountain School District due to: 1. Mandatory Retirement Age; 2. Eligibility for a Disability Allowance; 3. Withdrawal Allowance or Superannuation Retirement as defined by the Pennsylvania Public School Employee's Retirement System, shall be reimbursed after the conclusion of service of last pay period with all required deductions for all unused sick leave days according to the following formula:

Total days accumulated x 1/3 of Step 1 of state mandated salary

Example: 100 days x 1/3 of $\frac{\$6000}{180} = 100 \times \$11.11 = \$1111.00$

While continuing as a professional employe in Line Mountain School District and upon attaining ten years of service in the district, there shall be paid to the beneficiary, upon the death of the professional employe, an amount as described in the above formula.

School Code

§ 1154

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