



LINE MOUNTAIN
SCHOOL DISTRICT

Section PROFESSIONAL EMPLOYEES

Title SICK LEAVE

LINE MOUNTAIN SCHOOL DISTRICT

Date Adopted SEPTEMBER 26, 1979

Date Amended: May 28, 1985

| Guide | | Reference |
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| | <p style="text-align: center;">434. SICK LEAVE</p> <p>1. <u>Purpose</u> There shall be a sick leave policy for professional employees that ensures that such employees will receive no less than the minimum sick leave provided under law. Such policy shall be in accordance with the following guidelines.</p> <p>2. <u>Guidelines</u> The district will provide up to ten (10) days annually for sick leave, of which all shall be cumulative. The Board shall consider the application of any eligible employee for an extension of sick leave pursuant to law where applicable when the employee's own accumulated sick leave is exhausted.</p> <p>The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified. Misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.</p> <p>A. <u>Eligibility</u></p> <p>A sick leave shall commence when the employee or an agent reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or a designee.</p> <p>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.</p> <p>B. <u>Proof of Disability</u></p> <p>Any employee may be required to submit a physician's written statement certifying his/her disability. Every employee absent for three (3) or more consecutive school days shall be required to submit a statement. Such state-</p> | <p>§ 1154</p> <p>page 1/3</p> |

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ments in and of themselves may not be presumed to conclusively establish the employee's disability.

C. Duration of Leave

Sick leave used shall be for at least one-half ($\frac{1}{2}$) day's absence. This will facilitate the hiring of substitutes to carry out the instructional responsibilities.

Upon the expiration of all then currently earned and accumulated sick leave, the Board may grant unpaid leave for the remainder of the school year. Should leave be required beyond the end of the school year, an employee 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.

D. Medical/Dental Appointments

Due to the large geographical area of the district, the Board may authorize through the administration the use of sick leave for medical and/or dental appointments for employees when such appointments are absolutely necessary and cannot be scheduled at nonconflicting times. The employee shall notify the building Principal in advance of such appointments.

E. Records

The personnel records of the district for professional employees shall show the attendance of each employee and such days as that employee 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 employee which shall be made available to the employee in accordance with law.

F. Extension of Sick Leave

The Board may consider extending sick leave in those instances where an employee exhausts all of his or her accumulated sick leave and meets other conditions of the Board, including but not limited to length of service to the district, prior utilization of sick leave, nature of disability, length of disability and other special extenuating circumstances, etc.

An employee so situated will apply in writing for such an extension. This application will require statements identifying the health reasons and the term of disability (as verified by a licensed medical doctor) and other special extenuating circumstances. Sick leave extended in this manner may be granted with or without pay or with one-half pay for a period of time to be determined by the Board.

School Code

§ 1154

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