

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: April 18, 2002

REVISED:

334. SICK LEAVE	
1. Purpose	The sick leave policy for administrative employees shall ensure that eligible employees will receive no less than the minimum sick leave provided under law.
2. Authority SC 1154, 1850.1	The Joint Operating Committee shall provide up to twelve (12) days annually for sick leave, which shall be cumulative.
SC 1154	The Joint Operating Committee reserves the right to require of any administrator claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	The Joint Operating Committee 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.
3. Delegation of Responsibility	The Administrative Director shall report to the Joint Operating Committee the names of administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154	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 Administrative Director or designee.
SC 1154	Whatever the claims of disability, no day of absence shall be considered a sick leave day on which 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.

