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.
		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.

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	Proof Of Disability
SC 1154	An administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability and the dates of such disability.
	A physician's statement may not be presumed to conclusively establish the administrator's disability.
	Administrative employees will not be eligible for sick leave pay if the accidental injury is incurred while the employee is engaged in remunerative work unrelated to his/her center duties.
	Records
SC 1154	The center's personnel records shall show the attendance of each employee; and the days 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 administrative employee, which shall be made available to the employee in accordance with law.
	<u>Unused Sick Leave</u>
	It is the policy of the Joint Operating Committee not to give credit for unused sick leave upon discharge or resignation.
School Code 1154, 1850.1	
1134, 1030.1	