

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: June 20, 2002

REVISED:

534. SICK LEAVE	
1. Purpose	A sick leave policy to ensure paid days for such absences shall be established and implemented.
2. Authority	The Joint Operating Committee shall annually provide full-time, regularly employed classified staff sick leave days, which shall be cumulative.
SC 1850.1	The Joint Operating Committee 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.
3. Delegation of Responsibility	<p>The Joint Operating Committee shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.</p> <p>The Administrative Director shall report to the Joint Operating Committee the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.</p> <p>An employee who has worked less than a full year shall accumulate a prorated number of days sick leave for such period. The number of days sick leave for an employee who began employment after the beginning of the fiscal year shall be calculated by multiplying the fraction ten/twelfths by the number of months worked in the fiscal year.</p> <p>If the resulting calculation involves a decimal part of a day and is less than .5, the decimal shall be dropped; if the decimal is .5 or greater, the number of days shall be rounded off to the next highest number of days. The fiscal year is defined as starting July 1 and ending the following June 30.</p>
4. Guidelines	The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

A sick leave absence shall commence when the employee, or agent if the employee 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.

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.

Proof Of Disability

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

A physician's statement may not be presumed to conclusively establish the employee's disability.

Conditions

Employees shall not be eligible for sick leave pay if an accidental injury is incurred while the employee is engaged in remunerative work unrelated to his/her school duties.

Duration

Upon the expiration of all currently earned and accumulated sick leave, the employee may request that the Joint Operating Committee grant unpaid leave for the remainder of the school year or to the end of the employee's contract period, whichever comes first. Each such request shall be considered on its own merits.

If such leave is granted, the employee's seniority rights shall be preserved and a similar position of employment made available upon return.

Should leave be required beyond the end of the school year, an employee may request that the Joint Operating Committee grant a one-year extension. If granted, the Joint Operating Committee may provide a position of similar employment upon the employee's return, if such is available. If a position is not available then such person shall be placed on an eligibility list and will receive the first opportunity for employment when such develops.

Records

The center's personnel records shall show the attendance of each employee; and the days absent for sick leave purposes 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 reported to the employee.

Unused Sick Leave

It is the policy of the Joint Operating Committee not to make payment for unused sick leave upon discharge or resignation.