

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: FEBRUARY 19, 1996

REVISED: May 16, 2011

Lebanon School District

434. SICK LEAVE

1. Purpose

SC 1154

There shall be a sick leave policy for professional employees that ensure 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.

2. Guidelines

When professional or temporary professional employees are prevented by illness, accidental, injury, pregnancy, or childbirth, from performing their occupation, the district shall pay such employees full salary for each day of absence for a period of ten (10) days each year. The unused portion of such annual sick leave shall be cumulative without limitation.

Professional or temporary professional employees shall be required to submit a certificate from a physician or other practitioner of the healing arts for all absences for illness extending beyond three (3) consecutive working days certifying that the employee was unable to perform his/her assigned duties and stating the nature of the illness. These certificates shall be submitted to the Superintendent or his/her designee upon return to work.

Employees shall be entitled to use accumulated sick leave for absence from school because of pregnancy, childbirth, or related medical conditions and recovery therefore only if, throughout the period of absence, the employee's physical condition precludes the employee from effectively performing the duties normally required of such employee under the employee's contract of employment. In order to receive sick leave for such absence, the employee must furnish a statement from the employee's physician certifying to the above standards and

requirements. In the case of childbirth, the physician's certificate must be presented to the

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Superintendent or his/her designee at least thirty (30) days prior to the expected date of confinement. A doctor's examination will be required, as permitted by law, if requested by the Superintendent or the Board.

Failure to comply with this policy shall result in the absence in question to be considered unexcused and the employee's salary shall be deducted according to district policy.

School Code
1154

A professional employee may use up to three (3) accumulated sick days per year to care for his/her spouse and children living in the immediate household in the case of illness.