

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: MARCH 18, 1996

REVISED:

Lebanon School District

	534. SICK LEAVE	1
1. Purpose	Regularly employed classified employees considered full-time shall receive sick leave days annually, of which shall be cumulative.	2 3 4 5 6
2. Definition	Sick leave is defined as leave taken by a regular, full-time classified employee of the school district who is absent from assigned duty because of personal disability due to illness or injury, or because s/he has been excluded from school by the school district physician as a result of contagious disease or other condition that creates a hazard for students and other employees.	7 8 9 10 11 12 13 14 15 16
3. Authority	Classified employees shall be granted sick leave in accordance with the current negotiated contract or benefit plan between their unit and the Board. Classified employees covered by this policy 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 duties and stating the nature of the illness. These certificates shall be submitted to the Superintendent or his/her designee upon return to work. Classified 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,	17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44
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1 the employe must furnish a statement from the 1
2 employe's physician certifying to the above 2
3 standards and requirements. In the case of 3
4 childbirth, the physician certificate must be 4
5 presented to the Superintendent or his/her designee 5
6 at least thirty (30) days prior to the expected 6
7 date of confinement. A doctor's examination will be 7
8 required as permitted by the Public School of Pa. 8
9 if requested by the Superintendent or the Board. 9

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11 Failure to comply with the above will result 11
12 in the absence in question to be considered 12
13 unexcused and the employe's salary will be deducted 13
14 according to District policy. 14
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