AVON GROVE SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 17, 2000

REVISED:

	434. SICK LEAVE
1. Purpose SC 1154	There shall be a sick leave policy for employees that ensures 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. When teachers find it necessary to be absent for any reason whatsoever, they should notify their principal in accordance with the established procedure for their building, as promptly as possible in order that substitutes may be on hand and be prepared for their duties.
2. Guidelines SC 1154	The district will provide up to ten (10) days annually for sick leave of which all shall be cumulative. Sick leave, up to twenty-five (25) days, may be transferred from other districts by employees. It shall be the responsibility of the employees to furnish such proof. The following conditions shall be part of this policy. 1. <u>Eligibility</u> Sick leave shall commence when the employee or agent, if the employee is sufficiently disabled, reports the absence. A sick leave day, once begun, may be reinstated as a working day only with the approval of the Superintendent.
SC 1154	Whatever the claim of disability, no day of absence shall be considered a sick day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request. 2. <u>Proof Of Disability</u> Any employee absent on sick leave may be required to submit sufficient proof which may include a physician's written statement certifying his/her disability/illness. Any employee absent on sick leave for greater than three (3) consecutive work days

	must submit a physician's statement. Physician statements, in and of themselves conclusively, may not be presumed to establish the employee's disability. 3. <u>Records</u> The personnel records of the district for employees shall show the attendance of each employee, and such days as that employee may be 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 employee, which shall be made available to the employee in accordance with law. 4. <u>Quarantine</u> Absence on account of legally established quarantine shall be treated as due to personal illness, And the same regulations shall apply as though it was caused by personal illness, except that the Health Officer's certificate of quarantine is to be submitted in place of a physician's certificate.
School Code 1154	