

**BLOOMSBURG AREA SCHOOL DISTRICT  
Policy Manual**

Section: PROFESSIONAL EMPLOYEES

Title: SICK LEAVE

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

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**434. SICK LEAVE**

- .1 There shall be a sick leave policy for professional 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.
- .2 The district will provide up to twelve (12) days annually for sick leave that shall accumulate without limit. A maximum of two (2) days of the sick leave may be applied toward caring for an employee's child who is sick.
- .3 The Board 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.
- .4 The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.
- .5 The following conditions shall be part of this policy:
  - .51 Eligibility
    - .511 A sick leave 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 Superintendent or designee.
    - .512 Whatever the claims of disability, no day of absence shall be considered to be a sick leave 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.

.52 Proof of Disability

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

.522 Every employee absent for three (3) or more consecutive school days or ten (10) or more non-consecutive sick leave days may be required to submit such a statement.

.53 Records

.531 The personnel records of the district for professional 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.

.532 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.