

**BLOOMSBURG AREA SCHOOL DISTRICT  
Policy Manual**

Section: CLASSIFIED EMPLOYEES

Title: SICK LEAVE

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

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**534. SICK LEAVE**

- .1 Regularly employed classified employees considered full-time shall accumulate one (1) sick leave day per month to a maximum of ten (10) annually; one hundred (100) of which shall be cumulative.
- .2 Sick leave is defined as leave taken by a regular, full-time employee of the school district who is absent from assigned duty because of personal disability due to illness or injury, or because she/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.
- .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 Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.
- .5 The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.
- .6 The following conditions shall be part of this policy:
  - .61 Eligibility
    - .611 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 Superintendent or his/her designee.

- .612 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, has participated in a work stoppage, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.
- .62 Proof of Disability
- .621 Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability, and every employee absent for three (3) or more consecutive or ten (10) or more nonconsecutive sick leave days may be required to submit such a statement. Such statement may not be presumed to conclusively establish the employee's disability.
- .622 Should an employee of the school district, in the opinion of a responsible administrator, show evidence of deviation from normal physical or mental health, and the administrator shall report this to the Superintendent who shall recommend a course of action in accordance with Board policy.
- .63 Duration of Leave
- .631 Upon the expiration of all currently earned and accumulated sick leave, an employee may request that the Board grant unpaid leave for the remainder of the school year or to the end of the employee's contract period, whichever comes first.
- .632 Each such request shall be considered on its own merits.
- .633 If such leave is granted, the employee's seniority rights shall be preserved and a similar position of employment made available upon return.
- .634 Should leave be required beyond the end of the school year, an employee may request that the Board grant a one-year extension. If granted, the board agrees to provide a position of similar employment upon the employee's return.
- .64 Records – The personnel records of the district shall show the attendance of each employee, and such days as that employee may be absent for sick leave purposes shall be recorded with the reason for such absence noted. A record shall be made annually of the unused sick leave days accumulated by each employee, and shall be reported to the employer.