

CHESTER COUNTY  
 INTERMEDIATE  
 UNIT 24

SECTION: EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: JULY 21, 2010

READOPTED: SEPTEMBER 16, 2015

334. SICK LEAVE	
1. Authority	<p>The Board will ensure that all eligible employees will receive paid sick leave days annually, in accordance with law, individual contract, collective bargaining agreement or compensation plan. Unused leave shall be cumulative.</p>
SC 1154	<p>The Executive Director or designee reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a certification of the employee's illness or disability by a physician or other appropriately licensed health care provider. A statement by a physician or other appropriately licensed health care provider may not be presumed to conclusively establish the employee's illness or disability.</p>
Pol. 317	<p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p>
2. Guidelines	<p><u>Records</u></p>
SC 1154	<p>The Intermediate Unit's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p>
SC 1154	<p>A record shall be made of the unused sick leave days accumulated by each Intermediate Unit employee, which shall be reported to the employee.</p> <p><u>Transfer Of Sick Leave</u></p> <p>Newly hired administrative or professional employees may transfer sick leave accrued in another school district or intermediate unit as required by law.</p> <p>Exceptions will be recommended by the Executive Director and approved by the Board only in very unusual circumstances and prior to employment of the new employee.</p>

References:

School Code – 24 P.S. Sec. 963, 964, 1154

Board Policy – 317