

# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Sick Leave

Mar 89

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## R 3432 SICK LEAVE

### A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
  - a. Personal disability due to the employee's illness or injury,
  - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or
  - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
  - a. Has engaged in or prepared for gainful employment with an employer other than the Board,
  - b. Has participated in a concerted work stoppage, or
  - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

### B. Notification Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to enter their absence in Frontline no later than the day before the absence, to allow sufficient time for the securing of substitute services.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.



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3. An employee must call the main office of the school to report their absence if they become aware of their disability on the morning of the absence but cannot enter the absence in Frontline due to the one hour cutoff before the start of school.
4. An employee who becomes ill and needs to leave during the school day must so inform the Principal as promptly as possible and request permission to leave the school premises.
5. In all instances, the employee himself/herself should report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

## C. Sick Leave Charges

1. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
2. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.
3. An employee absent on sick leave on a one-session day will be charged with a full sick leave day.

## D. Verification of Sick Leave

1. An employee absent for reasons of sick more than three consecutive working days shall submit the signed statement of his/her physician indicating:
  - a. The reason for the employee's absence, as personally known to the physician; and
  - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.



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2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
  3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the district may require a third physician to review the information and examine the employee. The third physician's medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.
- E. Readmission After Disability
1. An employee who wishes to return to work after sick leave of more than three consecutive working days shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties.
  2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
  3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the district may require a third physician to review the information and examine the employee. The third physician's medical opinion shall be conclusive and binding as to the employee's fitness to return to service.
- F.. Records
1. The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 3212.
  2. Each employee's attendance record will record the reason for any absence.
  3. The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.

Issued:

