

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 18, 2004

REVISED: August 17, 2006

434. SICK LEAVE	
1. Purpose	The sick leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under law.
2. Definition	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 a disability due to illness or injury, or because s/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. Authority SC 1154, 1850.1	The school shall provide a specified number of days annually for sick leave of which all shall be cumulative and in accordance with the collective bargaining agreement.
SC 1154	The Joint Operating Committee reserves the right to require a professional employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	The Joint Operating Committee shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
4. Delegation of Responsibility	The Administrative Director shall report to the Joint Operating Committee the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
5. Guidelines Pol. 417	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.  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 Administrative Director or designee.

<p>SC 1154</p>	<p>Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request. Such doubts shall include patterned absences before and after weekends or vacations. The building principal shall monitor sick leave of this type and counsel employees accordingly. Under no circumstances shall sick leave be used as vacation time.</p>
<p>SC 1154</p>	<p><u>Proof Of Disability</u></p> <p>A professional employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p>
<p>SC 1154</p>	<p><u>Records</u></p> <p>The school'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> <p>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.</p>
<p>Pol. 439</p> <p>School Code 1154</p>	<p><u>Unpaid Leave</u></p> <p>Upon the expiration of all then currently earned and accumulated sick leave, the Joint Operating Committee may grant unpaid leave for the remainder of the school year.</p>