

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: December 16, 2004

REVISED: August 17, 2006, December 21,
2017

REVIEWED: May 15, 2025

334. SICK LEAVE	
1. Purpose	The sick leave policy for administrative employees shall ensure that eligible employees will receive no less than the minimum sick leave provided under law.
2. Authority SC 1154, 1850.1	The Joint Operating Committee shall provide up to twelve (12) days annually for 260-workday employees. All used sick leave shall be cumulative.
SC 1154	The Joint Operating Committee reserves the right to require any administrator claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability and verification of a visit to a physician's office. The Administrative Director shall grant leave that meets Joint Operating Committee policy and current applicable contract.
SC 1154	The Joint Operating Committee shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
3. Delegation of Responsibility	The Administrative Director shall report to the Joint Operating Committee the names of administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
	A sick leave shall commence when the administrator, or agent if the administrator 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.
SC 1154	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.

334. SICK LEAVE - Pg. 2

SC 1154	<p><u>Proof of Disability</u></p> <p>An administrator 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 administrator's disability.</p>
SC 1154	<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 administrative employee, which shall be made available to the employee in accordance with law.</p>
Pol. 339	<p><u>Expiration Of Sick Leave</u></p> <p>Upon the expiration of all currently earned and accumulated sick leave, the Joint Operating Committee may grant unpaid leave for the remainder of the school year or to the end of the administrator's contract period, whichever comes first.</p> <p>Should leave be required beyond the end of the school year or the end of the administrator's normal contract period, an administrator may request that the Joint Operating Committee grant a one (1) year extension.</p>
School Code 1154, 1850.1	