

Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334 Vol V 2020
Status	First Reading
Last Revised	January 25, 2021

Authority

Joint Operating Committee policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Joint Operating Committee resolution. Unused leave shall be cumulative.[\[1\]](#)

Joint Operating Committee policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution. Unused leave shall be cumulative.

The Joint Operating Committee reserves the right to require any employee claiming **paid or unpaid** sick leave to submit sufficient proof, including **documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant**, of the employee's illness, disability **or need to quarantine**.[\[1\]](#)[\[2\]](#)

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[\[3\]](#)

The Joint Operating Committee shall consider the **written request** of any eligible employee for an extension of sick leave, **with or without pay**, when the employee's own accumulated sick leave **or other paid or unpaid leave has been** exhausted, pursuant to law **or collective bargaining agreement provisions** where applicable.[\[1\]](#)[\[2\]](#)

{ } The Joint Operating Committee approves the use of Sick Leave Banks, and directs the Administrative Director or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Joint Operating Committee policy and an applicable administrative compensation plan, collective bargaining agreement, or Joint Operating Committee resolution.

Delegation of Responsibility

The Administrative Director shall report to the Joint Operating Committee the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

Whatever the claims of disability, no day of absence shall be considered a sick leave day if 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.

Records

The center's (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.[\[1\]](#)

A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee.[\[1\]](#)

{ } It is the policy of the Joint Operating Committee not to make payment for unused sick leave upon discharge, resignation, or retirement.

{X } The Joint Operating Committee shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.

NOTE: Include the option on Sick Leave Banks if the Joint Operating Committee has a separate policy on Sick Leave Banks or if they are included in the collective bargaining agreement and/or administrative compensation plan.

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Legal	1. 24 P.S. 1154
	2. 24 P.S. 1850.1
	3. Pol. 317
	Pol. 335
	Pol. 339