

SECTION: CLASSIFIED  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED:

REVISED:

# CALIFORNIA AREA SCHOOL DISTRICT

534 SICK LEAVE	
1. Purpose	<p>Regularly employed full-time classified employees working in bargaining unit positions shall receive sick leave as determined by the Collective Bargaining Agreement.</p> <p>Secretarial/Clerical Central Office staff and Building Offices' staff shall receive twelve (12) sick leave days annually, of which all shall be cumulative.</p>
2. Definition	<p>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 personal 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 conditions that creates a hazard for students and other employees.</p>
3. Authority	<p>The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician's certification of the employee's illness or disability.</p> <p>The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.</p> <p>The Superintendent shall submit to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified. The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.</p>

The following conditions shall be part of this policy:

Eligibility

A sick leave absence 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 Superintendent or designee.

Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.

Proof of Disability

Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability. Such statements may not be presumed to conclusively establish the employee's disability.

Should an employee of the school district, in the opinion of a responsible administrator, show evidence of deviation from normal physical or mental health, the administrator shall report this to the Superintendent who shall recommend a course of action in accordance with Board policy.

Duration of Leave

Upon the expiration of all currently earned and accumulated sick leave, an employee may request that the Board grant unpaid leave as necessary and/or as permitted under federal or state law.

Each request shall be considered on its own merits.

Records

The personnel records of the district shall show the attendance of each employee, and such days as that employee may be absent for sick leave purposes shall be recorded with the reason for such absence noted. A record shall be made annually of the unused sick leave days accumulated by each employee, and shall be reported to the employee.