



No. 327

**Section:** ADMINISTRATIVE EMPLOYEES  
**Title:** SICK LEAVE  
**Adopted:** February 20, 1996  
**Revised:** December 18, 2001

	<b>327. SICK LEAVE</b>	
<p>1. Purpose</p> <p>2. Guidelines</p>	<p>There shall be a sick leave provision for personnel that ensures that such employees will receive no less than the minimum sick leave provided under law for employees. Such policy shall be in accordance with the following guidelines.</p> <p>The Joint Operating Committee will provide up to twelve (12) days annually for sick leave for 12-month employees and up to ten (10) days annually for all other employees, which shall be cumulative.</p> <p>The Joint Operating Committee 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. The Joint Operating Committee shall consider the application of any eligible employee for an extension of sick leave, pursuant to the Family and Medical Leave Act where applicable, when the employee's own accumulated sick leave is exhausted.</p> <p>The misuse of sick leave shall be considered a serious infraction and shall subject the offending employee to disciplinary action. 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, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.</p> <p>A doctor's certificate is required for an absence of work due to sickness for three (3) or more consecutive days. For an absence of less than three (3) days, a doctor's certificate may be required when it reasonably appears that the employee has been abusing his or her sick leave privileges.</p> <p>Upon suspected abuse of sick leave privileges by any employee, the suspected employee shall be issued a written warning within five (5) work days of the occurrence of such suspected abuse, or within five (5) work days of knowledge of such suspected abuse from the Administrative Director, or his or her designee, notifying the employee that any further instances of sick leave will require a doctor's certification and/or such other substantiating evidence as will establish that the sick leave was for good cause for such day or days. In the event that no such above-requested certificate and/or substantiating evidence is presented with respect to the said further instances, the employee will be disciplined pursuant to the appropriate progressive discipline procedure, which discipline may include termination.</p>	<p>SC 1154</p>

**327. SICK LEAVE**

**Duration of Leave**

Upon the expiration of all currently earned and accumulated sick leave, the Joint Operating Committee may be required, under the provisions of the Family and Medical Leave Act, to grant unpaid leave.

**Records**

The personnel records of the CTC for employees shall show the attendance of each employee, and such days as that employee may be absent shall be recorded with the reason for such absence noted. 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.

**Worker's Compensation**

Absence due to a school job related injury or illness covered by Workers' Compensation shall not be charged against the employee's sick leave days, and the Joint Operating Committee shall pay to such employee the difference between his/her salary and benefits received under Pennsylvania Workers' Compensation Act for the duration of the semester subject to review by the Joint Operating Committee at the beginning of each subsequent semester.

