

# BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: March 14, 2006

REVISED: September 11, 2018

	<b>534. SICK LEAVE</b>
1. Purpose	A sick leave policy to ensure employees receive paid days for such absences shall be established and implemented for eligible support employees.
2. Authority	<p>Full-time, twelve-month and 252 day support employees shall be granted ten (10) paid sick leave days annually. Sick leave days may be accumulated to a maximum of sixty-five (65) days.</p> <p>Other support employees assigned to work five (5) hours or more daily for a minimum of 180 days shall be granted five (5) paid sick leave days annually. Sick leave days may be accumulated to a maximum of forty-five (45) days.</p> <p>Part-time support employees who regularly work less than five (5) hours per day and are employed for longer than three (3) months shall be granted two (2) paid sick leave days annually. Sick leave days may be accumulated to a maximum of twenty (20) days.</p> <p>Sick leave days during the first year of employment shall be prorated, based on the percentage of the year employed times the annual allotment.</p> <p>Accumulation of sick leave shall begin with days unused as of the end of the 1980-1981 school year. Cumulative sick leave earned prior to July 1, 1971, shall be retained by the respective employees for the duration of their continuous district employment.</p> <p>SC 510 The Board reserves the right to require any employee claiming sick leave pay to submit 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>

3. Delegation of Responsibility	<p>The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.</p>
4. Guidelines Pol. 517	<p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</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.</p> <p><u>Proof Of Disability</u></p> <p>A support employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>A support employee absent for three (3) or more consecutive work days shall be required to submit a physician's statement to the administration.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p> <p><u>Records</u></p> <p>The district's personnel records shall show the attendance of each employee; and the days absent for sick leave purposes 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 reported to the employee.</p>
Pol. 434	<p><u>Retirement</u></p> <p>An employee who retires on or after the age of superannuation established by the Pennsylvania Public School Employees' Retirement System and is eligible to accumulate sick leave shall be paid a specified amount for each unused sick leave day, up to a designated number of days, in accordance with Board Policy 434. The School District shall make a non-elective employer contribution to the employee's 403(b) retirement program in July immediately following the fiscal year of retirement. The employee shall receive no cash option.</p> <p>Support employees allowed to accumulate more than the maximum number of sick leave days provided in this policy shall not be subject to the limitations in this section of the policy. Such employees shall be governed by the provision in effect at the time of their retirement for payment of unused sick leave, as prescribed in the</p>

<p>Pol. 813</p>                      <p>School Code 434, 510</p>	<p>professional employees' collective bargaining agreement.</p> <p>Any employee who retires and qualifies as an annuitant of the Pennsylvania School Employees' Retirement System and is at least fifty-five (55) years of age shall be able to continue medical insurance, including major medical, until age 65 according to the medical insurance provisions established for professional employees under provisions of the collective bargaining agreement.</p> <p><u>Death</u></p> <p>In the event of death while employed by the district and prior to retirement, the district shall pay to the employee's beneficiaries, as designated by such employee under the state retirement system, a lump sum payment determined by applying the current daily rate as specified above to the number of days accumulated, up to and including the date of death but not exceeding the maximum number of days allowed.</p> <p>Support employees allowed to accumulate more than the maximum number of days of sick leave days provided in this policy shall not be subject to this section of the policy. Such employees shall be governed by the provision in effect at the time of their death while employed for payment of unused sick leave as prescribed in the professional employees collective bargaining agreement.</p>
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