

SICK LEAVE

The Muhlenberg School Board recognizes the need to provide employees with sick leave when the employee is prevented by illness or accidental injury from following his or her occupation. The Board further recognizes the need to have clearly defined rules and regulations governing the use of sick leave.

The Superintendent of Schools is responsible for developing and enforcing rules and regulations governing the use of sick leave by district employees.

- Resources
- Section 510, Rules and Regulations, Pennsylvania School Code of 1949
 - Section 1154, Payment of salaries in cases of sickness, injury or death, Pennsylvania School Code of 1949
 - Section 514, Removal of officers, employees, etc., Pennsylvania School Code of 1949
 - Contract between Muhlenberg School District and Muhlenberg Education Association
 - Contract between Muhlenberg School District and Muhlenberg Educational Support Personnel Association
 - Contract between Muhlenberg School District and Muhlenberg Administrators Association

Policy: 4.26
Adopted: 12/4/85
Amended:

SICK LEAVE

The term “employee” shall include all full time, regular part time and other employees who qualify for sick leave either by contract, school code, or district policy.

The term “employee” used only hereafter shall refer to the above personnel.

I. Sick Leave

- A. Sick leave, as provided to regular employees, is to be used for illness or accidental injury suffered by said employees.
- B. Any such unused sick leave shall be cumulative from year to year as long as the employee works in the Muhlenberg School District. Professional and Temporary Professional employees who sever their employment with Muhlenberg School District and enter into employment with another school district in Pennsylvania can, under present law, transfer a maximum of twenty-five (25) sick days to that district.
- C. Employees may use sick leave for a scheduled doctor’s visit if the visit by employee cannot be scheduled at a time other than a regular work day.
- D. Sick leave cannot be used if an accidental injury is incurred while the employee is engaged in remunerative work unrelated to school duties. (See Section 1154 of the Pennsylvania School Code of 1949.)
- E. The Board of School Directors at its sole discretion may require the employee to furnish a certificate from a physician or other similar practitioner certifying that the employee was unable to perform his or her duties during the period of absence or to verify that an employee visited the physician’s or practitioner’s office for a specific appointment. (See contracts between the Muhlenberg School District and MEA, MESPA, and MAA.)

II. Abuse of Sick Leave

- A. Employees suspected of abusing sick leave or failing to comply with sick leave procedures will be provided the opportunity of administrative process and appeal as outlined by the contracts between the Muhlenberg School District and the MEA, MESPA, MAA (as may be applicable by their terms to such employees) or as established by the Superintendent of Schools. All employees will be entitled to a hearing before the Board of Education before any disciplinary measures are taken. This hearing shall not be a substitute to an employee’s right to a local agency hearing under Section 514 of the Pennsylvania School Code of 1949.

- B. Employees found guilty of abusing sick leave or failing to comply with sick leave procedures may be suspended from their duties without pay for up to two (2) weeks or dismissed from employment depending on the severity of the case.

- C. The District reserves the right to check on any employee who is absent from work due to illness by calling and/or visiting the home of such person. In such cases, a member of any local union/association may be invited to accompany an administrative representative on the visit. If an employee is not represented by a union/association, the employee's immediate supervisor will accompany a representative designated by the Superintendent of Schools.

Administrative Procedures: 4.26
Adopted: 12/4/85
Amended: