



**Center Area  
School District**

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EXTENDED SICK LEAVE

ADOPTED: FEBRUARY 17, 2005

REVISED:

<p>1. Purpose SC 1154</p> <p>2. Guidelines</p> <p>SC 1154</p>	<p style="text-align: center;">334. EXTENDED SICK LEAVE</p> <p>There shall be a sick leave policy for administrative employees that ensures that such employees will receive no less than the minimum sick leave provided under law for professional employees. Such policy shall be in accordance with the following guidelines.</p> <p>The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability. The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.</p> <p>The Superintendent shall report to the Board the names of those administrators absent for non-compensable cause or whose claim for sick leave pay cannot be justified.</p> <p>The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>The following conditions shall be part of this policy.</p> <p>A. <u>Eligibility</u></p> <p>A sick leave shall commence when the administrator or agent, if the administrator 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.</p> <p>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>
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