

**MONTGOMERY
COUNTY
INTERMEDIATE
UNIT #23**

SECTION: EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: MAY 26, 2010

REVISED:

334. SICK LEAVE	
1. Authority SC 1154	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.
Pol. 317	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154	The Board may consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
2. Guidelines	Whatever the claims of disability, no day of absence shall be considered a sick leave day if 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.
SC 1154	<p><u>Proof Of Disability</u></p> <p>An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p>
SC 1154	<p><u>Records</u></p> <p>The Intermediate Unit's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p>
SC 1154	<p>A record shall be made of the unused sick leave days accumulated by each Intermediate Unit employee, which shall be reported to the employee.</p> <p>References: School Code – 24 P.S. Sec. 963, 964, 1154</p> <p>Board Policy – 317</p>

