



SECTION: 203

TITLE: LEAVE FOR ILLNESS OR INJURY

# NESHAMINY SCHOOL DISTRICT

1	<b>I. ALLOWANCE</b>	In any school year whenever a full time administrative or supervisory	1
2		employee is prevented by illness or accidental injury from following his	2
3		or her occupation, the District shall pay to said employee for each day of	3
4		absence the full salary to which the employee may be entitled as if said	4
5		employee were actually engaged in the performance of duty for a period of	5
6		ten school days. Any unused portion of such leave may be accumulated	6
7		from year to year without limitation. All or any part of such accumulated	7
8		unused leave may be taken with full pay in any one or more school years.	8
9		Where the illness of the employee requires leave in excess of the employee's	9
10		accumulated leave, a request for an extension may be brought before the	10
11		Board through the Superintendent's office. Each case will be individually	11
12		reviewed and the name of the employee shall be kept confidential. In the	12
13		event the Board decides to extend the period of paid school leave, it shall	13
14		determine how long the payments shall continue to be made.	14
15			15
16		No employee's salary shall be paid if the accidental injury referred to in	16
17		Section I above is incurred while the employee is engaged in remunerative	17
18		work unrelated to school duties.	18
19			19
20	<b>II.</b>	A medical certificate shall be required after five days of consecutive	20
21	<b>JUSTIFICATION</b>	absence and an examination of the employee by a physician may be	21
22	<b>FOR LEAVE</b>	required to determine whether the employee was unable to perform his or	22
23		her duties during the period of absence for which compensation is	23
24		required to be paid under this section.	24
25		In the case of any irregular pattern of attendance, at the discretion of the	25
26		Superintendent's office, the employee may be required to furnish a	26
27		certificate from a doctor certifying that said employee was unable to	27
28		perform his or her duties during the period of absence for which	28
29		compensation is required to be paid under this policy.	29
30		A quarterly absence report regarding absenteeism shall be made to the	30
31		Board by the Superintendent's Office. Such reports shall be cumulative	31
32		and, at the discretion of the Board, may be read at its meetings in	32
33		November, March and May.	33
34	<b>III. RECORDS</b>		34
35	<b>&amp; REPORTS</b>	Each employee shall have his records checked to determine the exact	35
36		number of his or her accumulated unused days of sick leave.	36
37	Approved: 9/26/67	As in the case of retirement cards each employee, at the start of his contract	37
38	Revised: 3/26/68	year, shall receive a statement of the total number of his accumulated	38
39	Reviewed: 2/4/2003	unused days of sick leave.	39

