

DELANCO TOWNSHIP BOARD OF EDUCATION

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Sick Leave**

SICK LEAVE

The Board of Education recognizes its statutory duty to pay regularly contracted support staff members of this district in full for days on which they are absent from work for reasons of personal injury or illness or quarantine. All employees of the district eligible for sick leave not otherwise covered by the terms of a negotiated agreement shall receive one sick leave day for each calendar month or major portion of a calendar month of service with unlimited accumulation.

A sick leave will commence when the employee or his or her agent reports the absence to the Superintendent. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent. No day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

An employee who has been employed in the district at least twelve months and for at least one thousand two hundred fifty hours in the previous twelve months is eligible for sick leave under the federal Family and Medical Leave Act. When any such employee with a serious health condition has exhausted his or her entitlement to paid sick leave, personal leave, and vacation time, the Board will grant additional, unpaid sick leave until the total amount if the employee's sick leave, both paid and unpaid, is equal to twelve work weeks in any twelve month period. "Serious health condition" means an illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider. When medically necessary, unpaid sick leave granted under this paragraph may be taken intermittently or on a reduced leave schedule.

The Board reserves the right to require verification, which may include a physician's certification, of the claimant employee's illness or disability or quarantine. The misuse of sick leave shall be considered a serious infraction and subject to discipline.

When a support staff member exhausts all sick leave entitlements, the Board may, on the employee's request, grant additional leave with compensation equal to the difference between the pay of the absent employee and the employee's substitute.

The personnel records of this district will show the attendance record of each employee, and days of absence will be recorded with the reason for each absence noted. A record shall be kept of the unused sick leave days accumulated by each employee.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:16-2 et seq., 18A:30-1 et seq.

Adopted: September 10, 1986

Revised: June 14, 1989, October 13, 1993