

# NEWPORT SCHOOL DISTRICT

TITLE: SICK LEAVE

ADOPTED: July 22, 2002

REVISED:

	<p style="text-align: center;">534. SICK LEAVE</p> <p>1. Purpose A sick leave policy to ensure employees receive paid days for such absences shall be established and implemented.</p> <p>2. Authority The Board shall annually provide full-time, regularly employed classified staff sick leave days, which shall be cumulative.</p> <p>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.</p> <p>The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.</p> <p>3. Delegation of Responsibility The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.</p> <p>4. Guidelines The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>A sick leave absence shall commence when the employee, or agent if the employee 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 a sick leave day on which 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.</p>
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Proof Of Disability

Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.

A physician's statement may not be presumed to conclusively establish the employee's disability.

Records

The district's personnel records shall show the attendance of each employee; and the days absent for sick leave purposes shall be recorded, with the reason for such absence noted.

A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee.