

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: 12/8/2014

REVISED:

434. SICK LEAVE	
<p>1. Purpose SC 1154</p>	<p>There shall be a sick leave policy for professional employees that ensures that such employees will receive no less than the minimum sick leave provided under law. Such policy shall be in accordance with the following guidelines.</p>
<p>2. Authority SC 1154</p>	<p>The school will provide up to ten (10) days annually for sick leave, which shall be cumulative. All accumulated sick leave may be used at any time it is needed.</p> <p>The CASA Charter School Board reserves the right to require of any employee claiming sick leave pay 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, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.</p>
<p>3. Delegation of Responsibility Pol. 417</p>	<p>The Principal shall report to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The misuse of sick leave shall be considered a serious infraction, subject to disciplinary action.</p>
<p>4. Guidelines  SC 1154</p>	<p>Sick leave may be used for personal illness or for serious illness in the immediate family.</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> <p>Any sickness and/or disability in excess of three (3) consecutive days shall be certified by the employee's physician in writing. If the period of sickness and/or disability exceeds a period of ten (10) days, the certification shall set forth in detail substantiating data.</p>

434. SICK LEAVE - Pg. 2

<p>Pol. 439</p> <p>SC 1154</p> <p>School Code 1154</p>	<p>Newly employed professional personnel may transfer all of the sick leave that has accumulated on their records in the school of their immediate prior employment.</p> <p>Upon the expiration of all then currently earned and accumulated sick leave, the Board may grant unpaid leave.</p> <p>The personnel records of the school for professional employees shall show the attendance of each employee, and such days as that employee may be absent 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 made available to the employee in accordance with law</p> <p>Each professional employee with ten (10) or more years of service in the CASA Charter School shall be reimbursed a specific amount, determined by the Board, for each day of unused sick leave accumulated at retirement.</p>
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