

1218: Sick Leave Policy for 12 Month Employees

- I. Purpose:
 - a. Employees will be awarded twelve (12) sick days with full pay per year (July 1 – June 30). Any unused days of sick leave will be accumulated to the employees Liberal Leave credit without limit.
- II. Policy Statement:
 - a. Eligibility:
 - i. A sick leave begins when the employee, who is sufficiently disabled to attend work, reports the absence.
 - ii. Whatever the claims of disability, no day absence will be considered a sick leave day if the employee has prepared for/engaged in other gainful employment or has participated in any activity which would raise doubts regarding the validity of the sick leave request.
 - b. Proof of Disability:
 - i. A physician's written statement that certifies the employee's disability may be required. These statements may not be presumed efficient to establish the employee's disability.
 - c. Duration of Leave:
 - i. PCA Board of Directors may grant unpaid sick leave beyond what is covered by state and federal laws on a case by case basis.
 - d. Records:
 - i. The school's personnel records for employees will show the attendance of each employee and the days that employee has been absent will 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 will be made available to the employee in accordance with Delaware State Law.
 - ii. All sick leave time will be earned on a monthly basis. To be eligible for sick leave time, an employee must work more than half of the scheduled work days in that month. No sick leave will be accrued while an employee is on administrative leave.
 - iii. Sick time may be transferred in accordance to Delaware Code and upon approval. Employees will be paid for accumulated sick leave earned upon retirement in accordance with Delaware Code and only for the amount reimbursed by the state to the school.

- e. Definition: Liberal leave refers to any unscheduled leave PCA employees may take in the event of extreme weather or a similar emergency, which prevents them from reporting to work as usual.
 - i. When a liberal leave policy is in effect, PCA employees who are absent from work must request to use annual leave, leave without pay or compensatory time.
 - ii. Employees taking liberal leave, or unscheduled leave, are required to inform their supervisors of that choice as quickly as possible; normally no later than two hours after the beginning of their scheduled work shift.
 - iii. Exceptions: PCA employees whose work is deemed essential are designated "emergency employees" and are generally expected to report to work, even when a liberal leave policy is announced.
- f. PCA follows the federal definition of liberal leave.

III. Responsibility:

- a. The Board reserves the right to require any employee claiming sick leave, provide sufficient proof, including a physician's certification of the employee's illness or disability. The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employees own accumulated sick leave is exhausted.

IV. Related Policies:

- a. Vacation Policy for 12 Month Employees

V. Related Procedures and Documents:

- a. Title 14 Chapter 13 Section 1318:
delcode.delaware.gov/title14/c013/index.shtml#1318

Approval and Revision Dates:

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