

1219: Sick Leave Policy for 11 Month Employees

I. Purpose:

- a. 11-Month full-time employees will be awarded eleven (11) sick days with full pay per year (July 1 – June 30), following the guidelines listed in Delaware Code. This includes full-time staff contracted to work 207 days per fiscal year.

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.
- iii. In accordance with Delaware Code, employees are eligible to use up to three (3) of their sick leave days for personal leave each fiscal year.

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 sufficient 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. These will be deducted from an employee's annual salary based on the 207 contracted days, per Delaware Code.

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.

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:

V. Related Procedures and Documents:

- a. Title 14 Chapter 13 Section 1318:
delcode.delaware.gov/title14/c013/index.shtml#1318
- b. Title 14 Chapter 13 Section 1320:
<https://delcode.delaware.gov/title14/c013/index.shtml#1320>

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS JULY 28, 2020