

Policy

No. 4432

Board of Education High Point Regional

SUPPORT STAFF MEMBERS

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 disability or quarantine. All 12 month employees of the district eligible for sick leave not otherwise covered by the terms of a negotiated agreement shall receive 14 sick leave days annually with unlimited accumulation.

Any 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, the Board will grant additional, unpaid sick leave until the total amount of 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 will consider the application of any eligible employee for an extension of sick leave when the employee has exhausted all statutory entitlements to sick leave.

A sick leave will commence when the employee or his or her agent reports the absence to the supervisor. 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.

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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 will be considered a serious infraction and subject to discipline.

The Superintendent shall submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

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.

An employment is not entitled to reimbursement for unused sick leave, except as service credit toward retirement.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.

Date Adopted: 4/15/68
Date Revised: 1/19/76, 3/18/91, 2/26/96