

REGULATION - HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

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Sick Leave

4432 SICK LEAVE

A. Eligibility for sick leave

1. Each person steadily employed by this district will be paid in full, to the limit of his or her entitlement, for days on which the employee is absent from work because of
 - a. Personal disability due to the employee's illness or injury;
 - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease; or
 - c. The employee's having been quarantined for a contagious disease in his or her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee
 - a. Has engaged in or prepared for gainful employment with an employer other than the Board;
 - b. Has participated in a concerted work stoppage; or
 - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

B. Call in procedures

1. An employee who anticipates a day of disability should make every reasonable effort to so notify his or her immediate supervisor no later than the day before the absence, to allow sufficient time for the securing of any substitute services that may be required.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his or her disability on the morning of the absence must call the office during established hours and as soon as possible.



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4. An employee who becomes disabled during the school day must so inform the principal or immediate administrator as promptly as possible and request permission to leave the school premises.
5. In all instances, the employee should call personally to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

C. Sick leave charges

1. A sick leave absence commences when the absence is called in pursuant to ¶B.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.

D. Verification of sick leave

1. An employee absent for reasons of disability more than three consecutive school days or more than twelve cumulative days in any one year may have to submit the signed statement of his or her physician indicating
 - a. The reason for the employee's absence, as personally known to the physician and
 - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
2. The Superintendent may, in his or her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.



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3. If the results of the examination conducted pursuant to ¶D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.

E. Readmission after disability

1. The Superintendent may, in his or her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
2. If the results of the examination conducted pursuant to ¶D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

F. Exhaustion of sick leave

1. The Superintendent's office will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.
2. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence, during which the employee will receive no compensation or benefits.
3. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.

G. Accumulation of sick leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.



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2. At the beginning of each contract year sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.

H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's attendance.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the accumulated unused sick leave in the employee's sick leave bank.

Adopted: 18 December 1995

