

# REGULATION — HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

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Sick Leave

## R 3432 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 the assistant principal no later than the day before the absence, to allow sufficient time for the securing of substitute services.
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 substitute caller before the hours of 6:30 a.m. or before 11:30 p.m. of the previous evening.
4. An employee who becomes disabled during the school day must so inform the principal as promptly as possible and request permission to leave the school premises.



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## C. Sick leave charges

1. A sick leave absence commences when the absence is called in pursuant to ¶B. An employee who leaves school early because of a disability will not be charged with a sick leave day provided the absence commences after the hour of 1:00 p.m.
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 five consecutive school days may be required to submit the signed statement of his or her physician indicating
  - a. The reason for the employee's absence.
  - 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.
3. 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 disability on days claimed for sick leave.

## F. Exhaustion of sick leave

1. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he or she is entitled within ten days, the Superintendent will so inform the employee by written notice. The notice will include a statement of the employee's right to request the Board for an extension of sick leave.



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2. A request for the extension of sick leave must be made in accordance with law and regulation. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.
4. 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.
5. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.

## 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.
2. At the beginning of each contract year, all days of 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. Personal Days Absence

By agreement between the Board of Education and the High Point Education Association, each teacher is allowed up to five days personal leave. All such leave is granted only with prior approval of the Superintendent of Schools. The reasons deemed approvable for personal leave are specified in Article 13 of the contract currently in effect.

The procedure to be followed in making application for personal leave is to obtain a request form, fill in the information requested, duplicate and submit to the Superintendent's Office at least one calendar week before the date of expected absence.

In an emergency situation, notify the Superintendent's Office as soon as possible.



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## I. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 3212.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.
4. Unused personal days will be added to the teacher's compensable sick days at the rate of two (2) personal days for one (1) sick day.

Adopted: 18 December 1995

