

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES

TITLE: Sick Leave

ADOPTED: May 18, 2017

REVISED:

334 SICK LEAVE

Authority

School Reform Commission policy for certificated and non-certificated administrative, professional and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, an administrative compensation plan, individual contract, applicable collective bargaining agreement, provisions of the employee handbook, or SRC resolution. Unused leave shall be cumulative.[1]

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[2]

Proof of Disability

An employee absent on sick leave is required to present a physician's signed certification of illness or disability if absent for more than three (3) consecutive days.[1]

A physician's statement may not be presumed to conclusively establish the employee's disability. This statement will be reviewed by the district's Medical Doctor.

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubt regarding the validity of the sick leave request.

An employee on sick leave who wishes to leave the employee's primary residence for a continuous period of time must obtain approval from the Director of Employee Health Services.

Records

Records of attendance shall be maintained for each employee. Absences and reasons for the absences shall be noted on absence cards (SEH-3 and SEH-86).[1]

A record shall be made of the unused sick leave days accumulated by each district employee.[1]

Upon termination of service, employees whose services were not terminated for intentional misconduct shall be reimbursed for twenty-five percent (25%) of their unused sick leave days.

Legal References:

1. 24 P.S. 1154
2. Pol. 317 - Conduct/Disciplinary Procedures

Related References:

Philadelphia Home Rule Charter - 12-300

Philadelphia Home Rule Charter - 12-308