

# REGULATION

## READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

R 3432/Page 1 of 4

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/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/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. Posting Procedures

When anticipating an absence, please contact the district's substitute caller (AESOP) promptly.

Postings on AESOP should be placed no later than an hour before the start of the school day on the day of an absence. Teachers are responsible for posting for a substitute on professional and personal days, as well as sick days.

Call the school office as soon as you can if you know that you are going to be arriving late to work. We will need the time to make coverage arrangements for your class until you arrive.



Teachers must also provide daily lesson plans to substitutes during an absence. These lesson plans should include the following: location of materials, a daily schedule, fire drill and safety drill procedures. A set of emergency lesson plans should be kept in the classroom in the event of an unexpected absence.

### C. Sick Leave Charges

1. A sick leave absence commences when the absence is called in pursuant to Posting Procedures (B). An employee who leaves school early because of a disability will not be charged with a sick leave day.
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 sick leave absence more than three consecutive working days or more than ten cumulative working days in any one school year shall submit the signed statement of his/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 Board may, at its 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.



### E. Readmission After Sick Leave Absence

1. An employee who wishes to return to work after sick leave of more than three consecutive working days or more than ten cumulative working days in any one school year shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties.
2. The Board may, at its 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 ¶E2 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 Building Principal or designee 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. 3432 and this regulation.
2. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled within three working days, the Principal or designee 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.
3. A request for the extension of sick leave should be submitted to the Superintendent at least five working days in advance of the next Board meeting. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
4. 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.
5. 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.



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R 3432/Page 4 of 4

SICK LEAVE

6. 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, 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.
3. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.
  - a. At the close of each school year, the number of sick leave days not used by a part-time employee will be calculated against the employee's average work week.
  - b. At the beginning of the following school year, the total number of hours accumulated will be calculated against the employee's average work week. The result constitutes the number of accrued sick leave days the employee may claim when he/she has exhausted the sick leave days available in the current contract year.
  - c. When a part-time employee, continuously employed in the district, becomes a full-time employee, his/her accumulated part-time sick leave days will be converted proportionally to accrued full-time sick leave days in the 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 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.

Issued:

