 **No. 311**

 **SECTION: EMPLOYEES**

**TITLE: PAID ABSENCE FROM WORK**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

 311. PAID ABSENCE FROM WORK

There shall be a sick leave policy for employees that ensures that such employees will receive no less than the minimum sick leave provided under law. Such policy shall be in accordance with the following guidelines.

The school will provide up to ten days annually for sick leave which shall be cumulative. These ten days may also be used for vacation, personal, and grievance needs.

The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician’s certification, of the employee’s illness or disability.

The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action including the possibility of termination.

The following conditions shall be part of this policy.

A. Eligibility

 A sick leave shall commence when the employee reports the absence. A sick leave day,

 once commenced, may be reinstated as a working day only with the approval of the

 Principal/CEO or designee.

 Whatever the claims of disability, no day of absence shall be considered to be a sick leave

 day on which the employee has engaged in or prepared for other gainful employment, or has

 engaged in any activity which would raise doubts regarding the validity of the sick leave

 request.

B. Proof of Disability

 Any employee absent on sick leave may be required to submit a physician’s written

 statement certifying his/her disability.

 Every employee absent for five or more consecutive school days may be required to submit

 such a statement.

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 Such statements, in and of themselves conclusively, may not be presumed to establish the

 employee’s disability.

C. Duration of Leave

 Any absence after the 10th absence will result in a deduction of pay as detailed in the Staff

 Handbook.

D. Records

 The personnel records of the employees shall show the attendance of each employee, and

 such days as that employee may be absent shall be recorded with the reason for such absence

 noted. A record shall be made of the unused sick leave days accumulated by each employee,

 which shall be made available to the employee in accordance with law.

References:

School Code1154