

# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: July 1, 1991

REVISED:

334. SICK LEAVE	
1.Purpose SC 1154	<p>There shall be a sick leave policy for administrative employees that ensures that such employees will receive no less than the minimum sick leave provided under law for professional employees. Such policy shall be in accordance with the following guidelines.</p>
2.Authority SC 1154	<p>The school will provide up to twelve (12) days annually for sick leave, which shall be cumulative with no maximum restrictions.</p> <p>The Executive Council reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.</p>
3.Responsibility  SC 1154	<p>The Director shall report to the Executive Council the names of those administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified. The misuse of sick leave shall be considered a serious infraction, subject to disciplinary action.</p> <p>The personnel records of the school for administrators shall show the attendance of each employee, and such days as that administrator may be absent shall be recorded with the reason for such absence noted. Each administrative employee shall be given a written accounting of accumulated sick leave days at the beginning of the fall term of each school year.</p>