

MIDDLE BUCKS
INSTITUTE OF
TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: July 1, 1991

REVISED:

| 534. SICK LEAVE | |
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| 1.Purpose | There shall be a sick leave policy for permanent, fulltime twelve-month classified employes in accordance with the following guidelines. |
| 2.Authority | Regularly employed classified employes considered fulltime shall receive twelve (12) sick leave days annually, which shall be cumulative. The Executive Council reserves the right to require of any employe claiming sick leave pay sufficient proof, including a physician's certification of the employe's illness or disability. |
| 3.Responsibility | The Director or designee shall submit to the Executive Council the names of those employes 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. The personnel records of the school shall show the attendance of each employe, and such days as that employe may be absent for sick leave purposes shall be recorded with the reason for such absence noted. A record shall be made annually of the unused sick leave days accumulated by each employe and shall be reported to the employe. |