

Ramapo Indian Hills Board of Education

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District Regulation

4432 - SICK LEAVE

Section: Support Staff
Date Created: March 2013
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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. Notification Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to enter his/her absence into the District's absence management system prior to 6:45 P.M. of the day of disability.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability on the morning of the absence after 6:45 A.M. must call the Main Office to report the absence and must contact his/her immediate supervisor.
4. An employee who becomes disabled during the school day must so inform his/her immediate supervisor as promptly as possible and request permission to leave the school premises.
5. In all instances, the employee should enter his/her absence into the District's absence management system prior to 6:45 A.M. of the day of disability. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

C. Sick Leave Charges

1. A sick leave absence commences when the absence is called in pursuant to paragraph B.
 - a. An employee who leaves school early because of a disability will not be charged with a sick leave day provided the absence commences after the hour of 1:56 P.M.
 - b. A school bus driver who reports a disability after the morning bus runs are completed will be charged only one-half a sick leave day.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of his/her immediate supervisor.
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 disability 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 paragraph 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 Disability

1. The Board may, at its discretion, request an employee to submit a signed statement of his/her physician indicating the employee's fitness to perform his/her duties.
2. The Board may 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 paragraph D2 is 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. Each employee will monitor his/her sick leave bank through the District's absence management system and charge his/her bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 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 five working days, the Human Resources Department 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 immediate supervisor or the Principal 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, during which the employee will receive no compensation or benefits, pursuant to Policy No. 4431.1.
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.
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, up to twelve days of sick leave newly available will be credited to an 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. 4211.
2. Each employee's attendance record will record the reason for any absence, as recorded by the employee in the District's absence management system.
3. The attendance record will include the accumulated unused sick leave in the employee's sick leave bank, as recorded in the District's absence management system.

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