

PERSONAL ILLNESS AND INJURY/HEALTH AND HARDSHIP

In individual cases the Township of Union Board of Education will consider requests from employees for extended sick leave on a case by case basis. Employees requesting such leave due to personal illness shall address the initial request to the superintendent who shall consider the following factors in making a recommendation to the board.

- A. Severity of the case as documented by specialists;
- B. Length of service;
- C. Length of requested leave; and
- D. Any other factors which the board may wish to consider.

The Superintendent shall report the request, supply all data submitted in support of the request to the and make a recommendation to the board based upon the data and information.

The board may periodically review such leaves to determine whether such leave shall be continued or discontinued.

Sick Leave - Hourly Employees

All hourly employees who are steadily employed shall be granted sick leave at a maximum rate of 10 days per year at the employee's average daily wage rate for employees working five days per week. Employees working less than five days per week shall be granted the appropriate share of sick leave which their respective work schedules bear to the 10 days per year, provided a medical certificate is submitted to the superintendent or board secretary/business administrator.

Any time an employee is using current or accumulated sick days the board may act to require the employee to verify that the use of such days is appropriate.

This policy does not apply to employees in bargaining units

Adopted: June 1999
NJSBA Review/Update: April 2012
Readopted: June 2013

Key Words

Leaves, Sick Leave, Attendance, Attendance Patterns, Employee Attendance

<u>Legal References:</u> <u>N.J.S.A.</u> 18A:6-6	No sex discrimination
<u>N.J.S.A.</u> 18A:6-66	Rights and benefits of personnel (educational services commission)
<u>N.J.S.A.</u> 18A:16-2 through -5	Physical examinations; requirement ...
<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.

PERSONAL ILLNESS AND INJURY/HEALTH AND HARDSHIP(continued)

<u>N.J.S.A.</u> 18A:30-1	Definition of sick leave
<u>N.J.S.A.</u> 18A:30-2	Sick leave allowable
<u>N.J.S.A.</u> 18A:30-6	Prolonged absence beyond sick leave period
<u>N.J.A.C.</u> 6A:32-6.1 <u>et seq.</u>	School Employee Physical Examinations

Ramsey Teachers Ass'n v. Ramsey Bd. of Ed., 1979 S.L.D. 862, St. Bd. rev'g 1978 S.L.D. 518, aff'd App. Div., 1980 S.L.D. 1528

Cole v. Essex County Vocational School District Bd. of Ed., 1986 S.L.D. 1855

Possible

Cross References: 4150 Leaves
*4151 Attendance patterns

*Indicates policy is included in the Critical Policy Reference Manual.