

# Policy

## Egg Harbor Township Board of Education

### 4000 Support Staff Members 4432.1 Sick Leave

The Board of Education shall grant sick leave, in accordance with law, to non-teaching staff members absent from work because of medical disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy.

An employee who has been employed in the district at least twelve months and for at least one thousand two hundred fifty hours in the previous twelve months is eligible for sick leave under the Federal Family and Medical Leave Act. When any such employee with a serious health condition has exhausted his/her entitlement to paid sick leave, personal leave and vacation time the Board may grant additional, unpaid sick leave until the total amount of the employee's sick leave, both paid and unpaid, is equal to twelve work weeks in any twelve month period. "Serious health condition" means an illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider. When medically necessary, unpaid sick leave granted under this paragraph may be taken intermittently or on a reduced leave schedule.

The Board will consider the application of any eligible employee for an extension of sick leave when the employee has exhausted all statutory entitlements to sick leave.

The Board reserves the right to require of any employee who claims sick leave, sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.

29 U.S.C. 2601 et seq.  
N.J.S.A. 18A:30-1 et seq.

Adopted: 5/22/2012