

ABSENCES: PERSONAL ILLNESS

A Professional Employee who, because of illness, is unable to perform required duties, should notify the Principal as soon as possible so that services of a professional substitute may be obtained. A teacher should provide a lesson plan and roll book for the substitute teacher in order that students may not be deprived of regular instruction. Classes may not be dismissed during the absence of a teacher.

Whenever a regular full-time Professional Employee is prevented by illness or accidental injury from performing his/her duties, the Employer shall pay to the said Employee for each day of absence the full salary to which the Employee may be entitled at the rate of one day per month of service. Sick leave days may accumulate, if not used, to a total of ten days for the first year; and at a rate of ten days per year; but shall not exceed a total of eighty days in any one year thereafter.

Sick leave cannot be granted until it is earned. Sick leave days can be granted only during periods when an Employee is physically or mentally incapacitated on days when s/he is scheduled to work. Sick leave may not be used as a substitute for personal days or vacation time. There will be no reimbursement for unused sick leave.

The Employer may require the employee to furnish a certificate from a physician, certifying the Employee was unable to perform professional duties during the period of absence.

As paid sick leave is used, it is deducted from the total number of days already accumulated by the Employee. It may re-accumulate at the rate of one day per additional month of service.

An Employee on sick leave status may not engage in any gainful employment unless prior approval has been granted by the Employer.

The Diocese permits employees to use sick leave on occasions of illness in their immediate family as part of its support of family life. Up to three consecutive days of sick leave may be used for this purpose, if necessary.

When a Professional Employee transfers to another school in the Diocese of Harrisburg, the new Employer, though not obligated, may grant any or all previously accumulated sick leave days.

Benefit

Revised: July 1, 2007