

# POLICY

## HOWELL TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4432/page 1 of 1

Sick Leave

### 4432 SICK LEAVE

The Board of Education recognizes its statutory duty to pay employees of this district in full on days on which they are absent from work for reasons of personal disability or quarantine. Each person steadily employed full-time by this district on a full year contract shall be entitled annually to the number of sick leave days negotiated with the employee's duly recognized majority representative. Persons employed less than five days per week shall be entitled to as many sick leave days annually as represent the ratio of their employment to full-time employment. Persons employed on a daily hourly basis shall be entitled to ten sick leave days of the same duration as the hours normally worked.

Persons whose employment commences after the beginning of the school year shall be entitled to a number of sick leave days prorated to the number of months and portions of months for which the employee has contracted to work. For accumulation purposes, the Board will consider that employees earn one sick day for each month worked. Sick leave is cumulative from one year to the next.

The Board reserves the right to require of any employee who claims sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability and may also require that the employee be examined by the school physician.

Any employee's absence will not be compensated whose claim for sick leave pay cannot be justified. The misuse of sick leave shall be considered a serious infraction and is subject to the Board's power to discipline employees.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.

Adopted: 03 January 2013

