

In order that the maximum benefits may be provided to all employees in time of valid need, it is imperative that controls be exercised to avoid the misuse of sick leave.

An employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action. Any employee may be required to submit appropriate evidence concerning the cause of his/her absence in order to qualify for sick leave benefits.

Appropriate evidence may include the following:

- A physician's statement endorsed by the employee.
- The employee's statement endorsed by the principal or immediate supervisor.
- Copies of claims submitted for insurance benefits.
- Other information as may be warranted by the circumstances.

Appropriate evidence will be submitted as indicated when requested by the principal or superintendent, when sick leave is claimed on day's immediate prior to or following holidays and/or when sick leave is claimed on days of unusual or inclement weather.

Approved: February 7, 2011

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Board Clerk

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Board President