

## **SICK LEAVE REQUESTS**

### **Requests for Sick Leave**

Foreseeable sick leave (e.g., leave for an operation) should be requested at least 30 days in advance of the leave period. If an employee is unsure when leave will commence or requests unforeseeable sick leave, notice shall be given as soon as practicable. Requests for leave shall be made to the supervisor.

### **Requests for Medical Certification**

The supervisor has the right at their discretion to request medical certification as a pre-requisite for the awarding of sick leave. When medical certification is requested as a pre-requisite for granting sick leave, the employee shall have 15 calendar days to fulfill this request unless this deadline is not practicable despite the employee's good faith effort. In the event a second medical opinion is requested by the supervisor, the District shall pay the expense.

Failure to provide medical certification may result in the delay or denial of the employee's leave request until certification is received. Medical certification shall contain information indicating the nature of the condition requiring leave, the exact period of the condition needing leave, whether the employee will need intermittent leave or a reduced schedule, and a statement from a licensed health care provider verifying that the employee is unable to carry out their duties.

**End of Jamestown Public School District Administrative Regulation DDA-AR...Adopted 7/18/2022**