

Adopted:
Revised:

1974
12/4/1984

Saint Paul Public Schools Procedure

410.01

410.01 STAFF/LEAVES OF ABSENCE

Leave for Illness

An ill employee shall call the principal or supervisor to request sick leave.

Any sick leave claim by a member of the instructional staff will be subject to the approval of the principal and the director of personnel as to the validity of the circumstances upon which the claim is based, and the employee shall if requested furnish the certificates and evidence of facts as may be required.

A teacher who has been absent from duty on account of illness for a period of four weeks or more or who has suffered a serious accident shall submit a health report (short form) before reporting for or continuing in service.

A teacher who has been absent from duty on account of illness for a period of more than four months or who has been granted a leave of absence because of illness or maternity shall submit a health report before reporting for or continuing in service.

The Superintendent may require any district employee to submit a health report should it appear to be necessary for the best interest of the schools. The report of the examining physician of the teacher's own choosing shall be made on a form provided by the Board and shall include a reply to all items listed therein. The physician's fee for such a required report shall be borne by the Board.

CROSS REFERENCES:

LEGAL REFERENCES: