Lorain City Schools

White Form - Certificated Staff
Green Form - Non-Instructional Staff

APPLICATION AND AFFIDAVIT FOR USE OF SICK LEAVE

Name _____ Building _____ Date _____

Said employee is hereby completing and signing an affidavit for the use of sick leave as provided in Section 124.38 ORC, and that the use of such sick leave is justified for the following reason:

_____1. Personal illness: Nature of Illness: _____

_____2. Personal injury: Nature of injury: _____

_____3. Illness or injury in immediate family: _____
(Name and Relationship)

_____

_____4. Death in immediate family: _____
(Name and Relationship)

_____5. Exposure to contagious disease: _____
(Type) (Name of Person)

_____6. Were you hospitalized? _____ Yes _____ No

If yes, name of hospital: _____

Dates: _____ to _____

_____7. Were you attended by a physician? _____ Yes _____ No

If yes, name of physician: _____ Date(s) _____

I, the undersigned, state that my absence from work for the above mentioned period(s) (was) (will be)* caused by the above checked reason and I (was) (will be)* wholly unable to perform my official duties because of same and that the above statements are true to the best of my knowledge and behalf.
*(Strike out words not applicable in oath)

I hereby request _____ days of sick leave beginning _____, ___M, _____

and ending _____, ___M, _____.

Employee's Signature _____

FOR THE PRINCIPAL:

Total days of absence this school year including this absence: _____ days.

Comment on frequency of absence and any additional information: _____

_____

_____

Date _____ Principal's Initials _____ Director of Personnel _____

Article VII D of the Rules and Regulations of the Lorain Board of Education provide:

CUMULATIVE SICK LEAVE

1. **When Sick Leave Allowance of a Year Becomes Available** -- All new full time employees of the Board of Education, except those on hourly rates, will be credited with five days leave at the beginning of the school year.

2. **Accumulated Sick Leave** -- Unused sick leave shall be accumulative to the maximum.

3. **Reemployment and Sick Leave** -- Previously accumulated sick leave may be used upon return to employment of the Lorain City Schools.

4. **Limitations and requirements for Sick Leave Allowance** -- No salary payment for days of absence under sick leave provisions shall be made to any employee except as provided by these rules and regulations:

   a. **Personal illness or injury** - For an absence resulting from personal illness or injury and not exceeding three weeks, the sick leave affidavit form will usually suffice.

   b. **Physician's Statement** - The administration may require a physician's statement of any employee whose absence suggest study. Employees who because of religious convictions object to using the services of a doctor may submit a certificate signed by a Christian Science practitioner, or a comparable official of their own sect.

   c. **Exposure to Contagious Disease** - In the case of exposure to contagious disease which could be communicated to other employees, the approval of the school doctor must be presented for the entire period of absence. In case the exposure involves quarantine resulting from the illness of another person, the certificate of the attending physician or a public health official shall be presented for the entire period of absence.

   d. **Illness in Family** - In case of critical illness of or accident to an employee's parent, child, spouse, or a member of the immediate household of the employee, the said employee may be absent from duty for one day and any additional days approved by the Superintendent for each such illness or accident without loss of pay, provided, however, that the employee shall be required to furnish a certificate from a recognized hospital or the attending doctor in support of his claim of exemption from salary loss.

   e. **Death in the Immediate Family** - "Immediate Family" shall be interpreted to include father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, and spouse's grandparents. Child includes stepchild and/or foster child.

5. **Examination Upon Return from Sick Leave** -- An employee who has been absent because of personal illness for more than three days may be required to have a doctor's examination.

General Guidelines

The personal illness or injury must be of such severity as to incapacitate the employee from performing his or her job responsibility.

Contagious diseases are limited to those which involve quarantine.

For cases involving injury, workman's compensation forms are available at the Clerk-Treasurer's office, most doctors, and emergency rooms or hospitals. Action must be initiated by the employee.