

**Subject: Sick Leave**  
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**POLICY**

Sick Leave is defined as an authorized paid leave due to an illness or medical condition of the employee or employee's immediate family and the employee must be regular, full-time. The maximum amount of sick leave carry over is 240 hours per calendar year.

Eligibility and conditions are as follows:

1. Sick leave shall accrue at the rate of four (4) hours per pay period from the date of employment, but cannot be utilized until the completion of Third (3<sup>rd</sup>) month of the six (6) month Introductory Period.
2. Sick Leave does not convert to a monetary value and it is not eligible for buyout.
3. To the extent possible, employees should schedule medical and dental appointments and obtain advanced supervisory approval. When an unplanned illness occurs, the employee or a family member must inform his/her immediate supervisor or the Chief of Staff by phone within one (1) hour prior to the start time.
4. Sick Leave cannot be used in lieu of tardiness, but may be used in increments as small as 15 minutes, but not to exceed the maximum hours per the employee's department schedule in a given day. At the Director level an Application for Leave must be filled out and submitted to the Chief of Staff for approval on the first date the employee returns to work. All other levels of employees must complete the on-line request for Approved Leave.
5. Sick Leave shall not count as hours worked for an employee in determining overtime pay.
6. Sick Leave for three (3) consecutive work days requires the submission of a physician's statement to the Human Resources Department upon return to work.
7. The supervisor has the responsibility to the employees and employer to explore any and all suspected abuse of this policy and may require additional information if there appears to be excessive absenteeism.
8. Sick Leave may be granted if one of the employee's immediate family members is in the hospital or is scheduled for an out-patient procedure, medical testing, or if needed to assist for health appointments. (i.e. parent, grandparent, sister, brother, son, daughter, spouse, grandchild, in-law relationship.)
9. Employees, who are terminated or resign, will forfeit all accrued sick leave.