



Sick Time

Section: Employee Benefits
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I. PURPOSE

To annually provide paid time-off when illness prohibits employees from working, or so that employees may attend to health related matters which can only be cared for during normally scheduled work time.

II. POLICY

Full-time employees shall annually accrue or accumulate paid time-off to be used for absences caused by illness, injury, or for preventative health care activities.

III. PRACTICES AND PROCEDURES

1. Accrual Period

- A. Employees shall accrue 4.67 hours per month, the equivalent of seven (7) days annually. During this accrual period, sick/health time earned in the previous month shall not be credited until after the last day of the month in which earned.
- B. An employee may accumulate and carry-over to another benefit year any unused sick time to a maximum of twenty (20) days (160 hours).

2. Approved Use of Sick/Health Days

- A. Proper use of paid sick/health time would include time taken for illnesses or injuries that create the following circumstances:
 1. Required confinement that would prevent the performance of usual and customary work related functions.
 2. Contagious diseases that would jeopardize the health of co-workers.
 3. The medically required use of prescribed drugs that impair motor and/or thinking ability.
 4. Appointment(s) with health care providers, including laboratory testing, medical procedures, and examinations.
- B. Sick/health time may also be used for preventative health care. However, since medical appointments are usually planned in advance, the employee must notify the supervisor at the earliest time possible, but must provide a minimum of five (5) working days' notice prior to the absence. Preventative health care may include time-off for the following planned activities:
 1. Annual physical examination or checkup with a medical practitioner
 2. Medical or dental examinations.
 3. Care for any chronic condition that requires visitations to clinics, laboratories, and hospital outpatient visits. This would include immunizations, chemical and radiation treatments as well as physical and psychiatric therapy.



3. An illness or injury which results in an absence of three (3) or more consecutive work days shall require the employee to return to work with a written note from their physician. In addition, the employee will be required to complete FMLA paperwork.
4. Employees are required to call their supervisors each day of an absence. (See Personnel Policy: Termination of Employment, Section I.B.1.) Abuse of sick time will not be tolerated and may result in the issuance of a verbal or written warning from the supervisor.
5. Accumulated and unused Sick/Health time is not cashable upon termination of employment.
6. Recording Sick Time – Non Exempt
 - A. Non-exempt employees are required to record all sick hours daily as used.
 - B. Sick time must be taken on one quarter ($\frac{1}{4}$) hour increments.
7. Recording Sick Time –Exempt
 - A. Exempt employees are required to record all sick days used on the monthly exception report.
 - B. Sick time must be used in full day increments.