

SICK LEAVE

PURPOSE

To provide income protection for employees who, because of illness or accident, are temporarily disabled and absent from work for limited periods.

SCOPE

This policy applies to all permanent employees of The Center for Family and Child Enrichment.

POLICY

During an absence from work caused by personal illness or accident, an eligible employee's wages or salary will be continued for the amount of time accrued in the employee's sick leave account.

Newly hired employees do not accrue sick leave entitlement during the probationary period or first six months of continuous service. However, at the completion of this period, sick leave accrual is retroactive to the date of hire.

Sick leave is computed from the date of employment, with January 1st as the pivotal date. However, full-time employees may not be paid for sick leave until they have completed six months of employment. Part-time employees are not eligible for sick leave.

Sick leave is accrued at the rate of 3.69 hours per pay period. Unused accrued sick leave is accumulated without limit. **A physician's statement may be required after three days of illness.**

Sick leave shall be granted for the following reasons:

- For absence due to personal illness or injury. (Absence due to illness of a member of an employee's family is to be charged to annual leave).
- For personal medical and dental appointments.
- To care for your sick child.

The amount paid to an employee under Workman's Compensation Insurance will be deducted from these payments.

The number of sick leave days credited is not intended to establish a guideline for acceptable attendance.

An employee is first eligible for benefit upon completion of his/her probationary period.

The Administration may require an employee to request sick leave benefits with medical certification of disability. Failure to provide a note from a physician may lead to denial of benefits.

Unlimited sick leave may be accrued up to 1000 hours.

PROCEDURE

These guidelines should be followed by supervisors in administering sick leave.

During sick leave, an employee must maintain daily contact (before 9:00 a.m.) With the supervisor (or make other suitable arrangements) in order for the supervisor to know the employees estimated date of return to work. Sick leave benefits are contingent upon maintenance of regular contact. Depending on the length and circumstances of an employee's disability, the supervisor may require a physicians written release before the employee may return to work.

If an employee's disability absence continues beyond the period covered by sick leave, the employee will be placed on medical leave of absence without pay. The employee's option unused vacation entitlement may be used before transferring to a medical leave of absence without pay status.

A medical leave of absence will be granted up to 120 consecutive calendar days when supported by a physician's statement. Accrued sick leave benefits must be used prior to commencement of the unpaid portion of the leave. However, the combination of sick leave and unpaid leave will not exceed 120 days.