

Paid Sick Leave Policy

Purpose

Ensure your sick leave policy takes into account any state or municipal requirements that may differ from your company policy.

Eligibility

All full-time employees working 40 hours per week are eligible to request the use of available paid sick leave.

Award

Employees accrue sick leave as follows:

- All regular full-time employees accrue sick leave from the date of hire, for a total of 10 days per year.
- Part-time employees are not entitled to sick leave accrual.

Sick leave may be accrued to a maximum of 40 hours. Employees can only carry over a maximum of 40 hours of accrued sick leave to the subsequent calendar year.

Employees who are regularly scheduled to work fewer than 20 hours per week are not eligible for paid sick leave time, unless otherwise available by law.

Use of Paid Sick Leave

Sick leave may be used in accordance with the following provisions:

- Sick leave may not be used prior to accrual.
- If sick leave is exhausted, annual leave will be used in its place.
- Sick leave may be used for an employee's personal illness and well-care, medical, and dental appointments. Sick leave also may be used for illness and well-care of a member of an employee's immediate family (including the employee's spouse, children, mother, and father).
- If the employee is on leave under the Family and Medical Leave Act (FMLA), paid sick leave or paid annual/vacation leave must be used initially as part of the FMLA leave.
- An employee who has a sick leave absence in excess of three (3) consecutive work days must present medical documentation for the absence.
- If the employee is absent unexpectedly due to personal or a family member's illness, the employee should notify his or her supervisor or the director of Human Resources as soon as reasonably possible.

Future Awards

Eligibility for paid sick leave continues even when an employee is out on such leave. If an employee is out of work on an approved paid sick leave as of the first of the year, the full award of the new year will be made available to him or her without the need for the employee to return to active duty to qualify for it.

Unused Paid Sick Leave

("Use it or lose it")

All paid sick leave is offered on an "if needed" basis. If it is not needed, it should not and cannot be used. Any unused paid sick leave is forfeited at the end of the year in which it is accrued.

(Carryover with no limit)

All paid sick leave is offered on an "if needed" basis. If it is not needed, it should not and cannot be used. However, the company will allow employees to carry over any unused paid sick leave for possible use in future years. Unused paid sick leave can continue to be carried over without limit. However, no unused paid sick leave will be paid out upon termination or retirement.

Notice and Documentation

Employees must submit a written request to their supervisors explaining the reason for the request and the anticipated length of the absence if the reason for paid sick leave is known in advance (e.g., certain elective surgeries or treatments). Advance notice of 10 days is required when foreseeable.

When it is not possible to provide advance notice, notice is required on or as soon after the first day of absence as is practically possible. When notice cannot be provided by the employee due to their incapacitation, notice should be provided by a family member or other person with knowledge of the absence.

Submission of timely notice does not constitute or ensure approval by management. All leaves must be approved by management.

When requested, the employee is required to secure documentation of the need for paid sick leave. Such documentation can include, but is not limited to, a healthcare provider's certification and may require the employee to submit to an examination by a qualified medical practitioner (at the company's expense).

Other Conditions

Any abuse of paid sick leave policy may be subject to disciplinary action up to and including termination.

During any paid sick leave taken, employees are expected to inform their supervisors of their intentions, including any changes in their expected date of return, as soon as the employees become aware of the need for such a change.

During a paid sick leave of more than one week, employees are required to check in with their supervisors weekly to inform them of any changes in their situation.

All leaves, approved or unapproved, are subject to the absence/attendance policy to the extent allowed by law, rule, or regulation of a governmental entity.

Policy approved by:

Date: