

## **SICK LEAVE**

### **I. SCOPE**

All benefit-eligible staff and administrators.

### **II. PURPOSE**

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

### **III. POLICY**

Benefit-eligible staff and administrators may receive sick leave after six months of continuous employment. Employees earn ten sick days per year, accrued on a monthly basis, up to a maximum accrual of fifteen (15) working days. No compensation is given for unused sick leave upon resignation or termination.

Medical visits, dental appointments, personal illness or family illness are reasons for absences which should be charged to sick leave. "Family" is defined as spouse, dependent children or parents.

An employee may be required to furnish a physician's statement concerning the nature of the sick leave if absent for three (3) or more consecutive days and/or in the case of chronic absenteeism.

### **IV. PROCEDURE**

Scheduled absences for medical care or family illness must be reported to the employee's supervisor prior to the commencement of the absence.

Sick leave must be reported on the staff/administrator time sheet at the end of each pay period during which sick leave has been taken.

Filename: 313 - Sick Leave.doc  
Directory: A:  
Template: C:\Program Files\Microsoft Office\Templates\Normal.dot  
Title: SICK LEAVE  
Subject:  
Author: Marie-Pierre Stien  
Keywords:  
Comments:  
Creation Date: 08.30.00 11:51 AM  
Change Number: 6  
Last Saved On: 11.06.00 10:31 AM  
Last Saved By: Marie-Pierre Stien  
Total Editing Time: 6 Minutes  
Last Printed On: 08.13.02 7:23 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 188 (approx.)  
Number of Characters: 1,077 (approx.)