

Policy Number: 02.026

Policy Title: Sick Days

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Sick Days

Full-time employees are eligible to receive up to five (5) paid sick days each year. New employees hired July 1 – December 31 will receive 5 days. Employees hired January 1 – June 30 will receive a proration of 2.5 days. If you will be out of work due to illness, you must call in and notify your Supervisor as early as possible, but at least by the start of your work day. If you call in sick for three (3) or more consecutive days, you may be required to provide your Supervisor with a doctor's note on the day you return to work.

Unused sick days will carry over from one fiscal year to the next without a cap on the number of earned days.

Unused sick days will not be paid out upon separation.

Sick days must be used in at least half-day increments.

Sick days will not be advanced.