

SICK PAY

The purpose of sick pay is to provide eligible employees an income when they are unable to work due to illness or disability. The following will apply:

- A. The employee who will be absent for reasons of illness or disability must notify the department manager of the estimated periods of absence no later than the normal starting time.
- B. A doctor's excuse may be required upon return to work when the absence exceeds three days. The doctor's note should justify the absence and verify that the employee is fit to return to duty.
- C. Sick days may not be accumulated from one year to the next.
- D. When employees are absent due to prolonged illness, a leave of absence may be granted. See Leaves of Absence Section for additional information.

Salaried Employees

Exempt employees are allowed a maximum of six (6) paid days, which are made available in each calendar year, and the following will apply:

Employees with less than one year of service as of January 1 will receive one-half sick day per month worked, with perfect attendance, retroactive to the first month of employment.

Hourly Employees

Non-exempt employees have the opportunity to earn a maximum of five (5) paid days, which are made available in each calendar year, and the following will apply:

- A. Employees will receive .76 hours of sick pay per one week worked, with perfect attendance, within the current calendar year.
- B. Each employee will be paid at the end of the year for unused sick days. The prorated formula of .76 hours for each one week worked, with perfect attendance, will apply. It will be paid at their current hourly rate. This amount, plus the sick days already taken, is not to exceed the maximum of five (5) sick days allowed.