

**POLICY TITLE:** SICK TIME

**ORIGINAL EFFECTIVE DATE:** 12/1996

**REVISION DATES:** 11/2014, 11/2015, 11/2018

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**PURPOSE**

The purpose of this policy is to provide paid sick time to protect employees from loss of income when an injury, illness or medical condition prevents the employee from working. Regular and reliable attendance is crucial to the success of this and any other business and it is considered to be an essential function of any position within the company. Paid sick time is provided as a financial buffer for employees who are too injured or ill to work or to care for eligible family members where your attendance is necessary, not as additional time off for employees who are well. Employees must use sick leave for its intended purpose. Abuse of sick leave may result in disciplinary action up to and including termination of employment.

**POLICY**

I. Eligibility

- A. Regular full time employees who are regularly scheduled to work at least 30 hours per week are eligible for sick time benefits. Temporary, variable hour and regular part-time employees are not eligible for sick time.
- B. New employees may not use sick time during their first 90 days of employment without the approval of their manager.

II. Sick Time Benefit

- A. Eligible employees will receive a maximum of 120 hours of sick time in a calendar year (January 1st – December 31st).
- B. Annual sick hours will be pro-rated for employees who:
  - 1. Start employment after January 1<sup>st</sup>.
  - 2. Regularly work a reduced schedule (less than 40 hours per week).
- C. Sick time is available to employees in the following circumstances when the time cannot be made up during the same workweek:
  - 1. Employee is unable to work because of illness or injury.
  - 2. Employee has a scheduled medical or dental procedure or checkup.
  - 3. To receive assistance for themselves because of sexual assault, domestic abuse or stalking.
  - 4. Under certain circumstances, to care for Family Members (See Family Members).

III. Exceptions

- A. An employee receiving benefits for workers compensation, short term disability, or long term disability will not be paid for multiple benefits for the same hours.

- B. An employee on Short Term Disability, Long Term Disability, an unpaid leave of absence and/or FMLA will not receive sick hours for the following calendar year until they have returned to work for 30 consecutive working days.

#### IV. Family Members

- A. The Company allows employees to use unused sick time for the care of an eligible family member. If the time off is for the care of a family member (parent, child, or spouse) with a serious health condition as defined by the Family and Medical Leave Act (FMLA), such absence may be covered under provisions of the FMLA and under this policy concurrently.
- B. For purpose of this policy, eligible family members of employees are defined as a:
  - 1. Spouse or domestic partner
  - 2. Child (including adult children and grandchild)
  - 3. Parent (including step-parent and in-law)
  - 4. Sibling
  - 5. Grandparent
- C. Sick time may be used for those family members in the following circumstances:
  - 1. The care of an eligible family member who is ill or injured.
  - 2. Accompanying an eligible family member to a scheduled medical or dental procedure or checkup.
  - 3. Attending to an eligible family member who is hospitalized.
  - 4. To provide assistance to a Family Member because of sexual assault, domestic abuse or stalking.
- D. Employees may not use sick time for absences related to the care of family members not listed above; however, employees may request vacation time off.

#### V. Medical and Dental Appointments

- A. It is encouraged to schedule doctors' and dental appointments outside of regular business hours. An employee needs to provide appropriate advance notice to their manager for appointments that cannot be scheduled outside of regular business hours.
- B. Sick time must be used for scheduled medical and dental appointments that cannot be made up during the same workweek.

#### VI. Pregnancy and Childbirth

- A. As provided in the Family Medical Leave policy, a birth mother must use sick time for any period of her pregnancy prior to birth that is considered by her health care provider to be a period of medical disability. The father can use sick time when he is needed to care for his spouse who is medically disabled due to pregnancy or post-pregnancy recovery. For specific information on FMLA or to request a FMLA leave contact Human Resources.

#### VII. Requesting sick time

- A. Whenever possible (e.g. surgery, birth of child, care of family member, appointments), employees should schedule sick time off in advance and give as much notice as possible.
- B. Employees shall document their request of sick leave by completing a Leave Request Form in advance, provided by Human Resources. Both the immediate supervisor and Human Resources

will review the request. The immediate supervisor will notify the employee as to whether the request was approved and Human Resources will provide notice if the leave will require certification from a healthcare provider and is being designated as Short Term Disability, FMLA and/or a personal leave of absence.

VIII. Calling in Sick

- A. For unexpected medical absences (e.g. the flu), employees should notify their manager on the first day within an hour of their regular start time or in certain circumstances as soon as reasonably possible. If the employee must be away from work for more than one day, they should keep their manager advised of their condition and should inform their manager when they will be back to work.

IX. Request for Certification

- A. Unless an absence is covered by the FMLA, an employee who claims sick leave may, at the discretion of the employer, be required to furnish a certificate from a physician stating that the employee was incapacitated from work for the period of absence as a result of sickness or injury, and that the employee is again physically able to perform his or her duties or that it was necessary to be away from work for to care for an employee's immediate family member.
- B. Fitness for duty certifications will be issued by Human Resources if required.

X. Using Sick Time

- A. Sick time must be used to replace regularly scheduled work hours when employees miss work time due to an event covered by sick time. Sick time will be paid at the employee's base rate at the time the leave is taken and may be used in half hour increments.
- B. Sick time is only allowed to fulfill an employee's full time equivalent (FTE) and may not be used for hours beyond the normal work schedule (i.e. over 40 hours week). Sick time is not included as hours worked in calculating overtime for non-exempt employees.
- C. Employees should indicate hours not worked on their timecard or designate the missed time to sick time if they are unable to make up the time in the same workweek.
- D. If a holiday falls during the employee's sick time, the day will be considered holiday hours rather than sick hour. If no sick time is available, the employee would use any remaining vacation time before leave without pay.
- E. The regularly scheduled work hours are defined by the department. Approval to change the regular schedule must meet the needs of the company and be approved in advance by the employees' manager.
- F. If an employee is utilizing sick time for more than three (3) consecutive business days, the employee must contact Human Resources and may be required to present a medical certification for the absence as it may be appropriate to initiate Short Term Disability and/or FMLA leave. Employees who are on leave under Short Term Disability and/or FMLA must use sick leave concurrently with Short Term Disability and/or FMLA leave. For more information on how sick leave coordinates with STD benefits and FMLA, please reference the company's STD and FMLA policy or ask Human Resources.

XI. Carrying Over Sick Time

- A. Sick time hours may not be carried over from one calendar year into the next.

- B. Unused sick time will be forfeited unless an employee has an extended sick leave which extends from one calendar year into the next. In this situation, they may carry over any unused sick time from the previous year into the next year to cover that leave. However, the employee will not be eligible for the following year's sick time until they have returned to work for 30 consecutive working days.

XII. Absences When Sick Time is Not Available

- A. Employees who do not have any paid sick leave available may not be advanced paid sick leave.
- B. Accrued vacation time must be used before time is taken without pay. For any additional time needed, the employee will be considered on a leave without pay status unless the leave is covered under the Short Term Disability benefit.

XIII. Supplementing Reduced Work Schedules With Sick Time

- A. If the employees' health care provider requires the employee to reduce the regular work schedule temporarily due to medical reasons (i.e. during late stage of pregnancy), the employee will need to provide a medical certification.
- B. Additionally, the employee must supplement any missed work time with sick time as appropriate.

XIV. Payout of Sick Time/Reinstatement

- A. Sick leave has no value except for the purpose granted, and in the event of retirement or separation, all unused sick leave will not be paid and shall be forfeited.
- B. If an employee is rehired within the same year, unused sick time at the time of termination from prior employment is available upon reinstatement.

REFERENCES

Vacation Policy

Leaves of Absence Policy

Short Term Disability Policy