



## HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

**POLICY TITLE: SICK ACCRUAL AND UTILIZATION**

**POLICY NUMBER:** 00015

**REVIEWED & REVISED:** 01/01/2014

**POLICY:**

Hektoen provides for the accrual of paid sick days to eligible employees to assure the continuation of salary to employees who are absent for bona fide medical reasons not related to occupational injury or illness

**EMPLOYEES AFFECTED:** All HEKTOEN Staff

**PURPOSE:**

Full-time employees accrue sick leave at the rate of one (1) sick day per month (8 hours/month). Part-time employees, who are regularly scheduled to work 20 or more hours a week, shall accumulate sick pay on a prorated basis. Employees are not entitled to sick pay for unused sick days upon termination of employment. Employees can use a maximum of twelve (12) sick per year.

An employee can have a maximum balance of 150 sick days. Sick time balance is not to be used by employees as vacation or simply to take time off with pay; it may only be used for Bona fide medical reasons. Supervisors shall inform Human Resources Department of employees abusing sick time balance. An employee will not accrue sick hours while on an unpaid leave.

**PROCEDURES:**

Eligibility for sick pay requires compliance with the following.

- a) The employee must notify the immediate supervisor or designee 2 hours prior to their starting time on the day in which the employee will not be in do to sickness or as early as circumstances permit.
- b) The employee must request for sick time off if he/she has a pre-arranged doctor's appointment.
- c) The employee must have available sick hours to use for the time off due to sickness.
- d) An employee who has been off duty for three (3) consecutive days or more for any health reason will be required to provide a doctor's notice as proof of illness upon returning to work

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

ADMINISTRATOR