



Policy Regarding Sick Leave

[Owner: Office of Human Resources]

Paid sick leave is provided by the Diocese to eligible employees who must be absent from work due to (a) their own illness, injury, pregnancy or health care provider appointments, or (b) the illness, injury, pregnancy or health care provider appointments of an immediate family member (child, spouse, parent, spouse's parent or a dependent living in the employee's household). Work related illness, injury or health care provider appointments fall under the rules of Worker's Compensation.

Employees who work regularly a minimum of 30 hours per week will accrue one (1) working day of paid sick leave for each month of service. Paid sick leave accrual begins with the first paycheck and is available for use immediately thereafter. Up to 90 days of paid sick leave may be accumulated.

Employees must use their paid sick leave for all health care provider appointments, and it is not permissible to come to work early, stay late or shorten the lunch period in order to avoid being charged for paid sick leave unless previously approved by your supervisor.

Upon separation of employment of the Diocese, an employee will not receive compensation for any unused sick leave.

Employees shall notify their supervisor at the Diocese as soon as possible each day that they are absent for medical reasons. The Diocese reserves the right to request and receive appropriate written medical certification or other documentation with respect to requests for paid sick leave.

Sick leave that exceeds 3 days consecutively or may be due to an ongoing serious health condition may qualify for Family and Medical Leave. (See Policy 2.2.7.4.)