

SICK LEAVE

Purpose.

SWWDB is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. Within this overall compensation philosophy, this policy establishes that SWWDB shall provide its employees a specified amount of sick leave as a way to provide for salary continuation.

Policy.

SWWDB will provide paid sick leave as a benefit to its employees. Sick leave with pay is not a right or entitlement for an employee but a privilege granted by SWWDB to protect an employee against loss of income during times when the employee is unable to perform work duties due to: sickness, bodily injury, required physical or dental treatment that cannot be scheduled outside regular work hours, or exposure to a contagious disease when continuing to work might jeopardize the health of others. An employee may also be granted sick leave for sickness or injury to a member of one's immediate family who requires the employee's assistance. Immediate family is defined as any person with a first-degree consanguinity or affinity kinship to the employee in accordance with SWWDB Policy B-221.

~~SWWDB's Family and Medical Leave policy (B-412) shall apply when sick leave requires an extended absence of three (3) days or more, and meets the requirements of the Family and Medical Leave Act (FMLA).~~

Regular employees who work 32 hours or more each week accrue sick leave benefits from the first day of employment at a rate of .04615 for each hour worked up to 40 hours of work per workweek which equates to 12 sick days per year for a full-time employee working 2,080 hours during a complete year.

An employee may accrue up to 18 weeks of accumulated sick leave and may carry accrued sick leave over into a new fiscal year. Accrued sick leave that is not used is lost when the employee leaves the organization.

The employee shall notify, personally or by telephone, his/her immediate supervisor of the intent to take sick leave. This notification should be communicated to the employee's supervisor as soon as possible prior to the leave but no later than (30) thirty minutes before the beginning of the scheduled workday. The employee must tell the supervisor the nature of the illness or reason for the absence, and how long they anticipate they will be unable to work. Failure to communicate with the supervisor for three consecutive scheduled working days will be considered as a voluntary resignation without proper notice. The supervisor is not responsible for contacting the employee if the person does not report to work at the scheduled time.

If an employee is absent due to illness during a holiday, he/she will be granted holiday pay in lieu of sick pay on a day-to-day basis. However, vacation pay will not normally be granted in lieu of sick leave and a person on authorized vacation who becomes ill will not have his/her vacation converted to sick leave.

The employee's supervisor has the responsibility to ensure that the person uses sick leave for its legitimate purposes. When there is evidence that sick leave has been abused the employee will not be paid for time taken. Additionally, if a supervisor believes that an employee is over using or not using sick time properly, sick leave and/or sick pay may be denied for that employee. Abuse of sick leave is grounds for disciplinary action up to and including termination.

An employee may be required to show evidence of his/her illness in the form of a physician's statement. SWWDB also reserves the right to have a physician(s) of its choice examine an employee.

A Leave Request Form must document the use of sick leave and the form shall be filed in the employee's

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personnel file.

Policy Adopted: **December 10, 2004**