

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-0-7****Policy Title:**

Sick Leave Benefits

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illness or injuries. Eligible employee classification(s):
 - Regular full-time employees
 - Regular part-time employees
2. Regular full-time employees will accrue sick leave benefits at the rate of 1 paid day every six (6) weeks of employment effective from the date of hire, up to a maximum of eight (8) paid days per year. Regular full-time employees are eligible to use accrued sick days after 90 days of successful employment.
3. Regular part-time employees who consistently work 1000 hours annually will accrue sick leave benefits at the rate of one (1) day every 12 weeks of employment effective after 1 year of successful employment, up to a maximum of four (4) paid days per year. Regular part-time employees are eligible to use sick days as they are accrued.
4. Paid sick leave can be used in minimum increments of one-half (1/2) day. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.
5. Employees who are unable to report to work due to illness or injury should notify their direct supervisor four (4) hours in advance of the scheduled shift. The direct supervisor must also be contacted on each additional day of absence. If the employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be

required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, an employee must provide a physicians verification that he or she may safely return to work.

6. Sick leave benefits will be calculated based on the employees' base rate of pay at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
7. Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days worth of sick leave benefits. If the employee's benefits reach maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.
8. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be converted into vacation or used for any other absence. Upon retirement or termination of employment on good terms, sick leave may be converted into cash at a rate of 1 paid day for every 5 days accumulated. Keystone has the right to limit or postpone conversion of sick leave time to cash based on availability of funds.

NOTES: