**Section 100 – Management & Administration**

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| Human Resources – 101  |
| S.O.P # 101.02 | **Calling Out Sick and Sick Leave** | Page: 1 of 2 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**101.02.01 Purpose**

To establish general procedures for calling out sick and sick leave.

**101.02.02 General**

All regular full time employees who work a continuing schedule of not less than 32 hours per week in an office capacity shall earn 8 hours of sick leave for each calendar month of service. Regular full time employees who work between 161.5 to 173.5 or more predetermined hours each month in a field provider capacity shall earn 12 hours of sick leave for each calendar month of service. Part time employees shall earn .02 hours of sick leave to a maximum of 40 hours for each calendar month of service.

Sick leave shall accrue from the date of hire, but is not available during the probationary period. Unused sick leave will not be compensated for indirect salary at the time of separation of employment.

**101.02.03 Policy**

1. Personnel may call out sick for any of the following reasons:
	1. The employee is unable to perform the duties of his/her job due to injury or illness.
	2. The employee has to care for an immediate family member.
2. Employees will be charged the appropriate sick leave for their time missed from calling out sick.
3. If there is an insufficient amount of sick leave in the employee’s leave bank then vacation time will be deducted accordingly.
4. Any employee who calls out sick for absences greater than two shifts must submit a doctor’s note.

**101.02.04 Procedure**

The procedures for calling out sick are as follows:

1. The employee must notify the on-duty Duty Officer the moment an incident occurs or an incident is realized which might lead to lost time at work. This cannot be done by text message, voice mail, email or any form of social media.
2. Employees electing to not report to work due to an injury or illness of themselves or an immediate family member should make notification to the on-duty Duty Officer at least two (2) hours prior to the start of their shift.