

Sick Leave Policy for Employees and Family Members

Purpose

[Company Name] understands that employees may require time off from work to attend to their medical needs.

Accrual

Employees accrue sick leave as follows:

- Regular full-time employees accrue sick leave from the date of hire, for a total of 10 days per year.
- Regular part-time employees accrue sick leave from the date of hire, in a prorated amount using the full-time total of 10 days per year and the average number of hours the part-time employee works per week.
- Sick leave may be accrued to a maximum of 120 hours.

Use

Sick leave may be used in accordance with the following provisions:

- Sick leave cannot be used before it is accrued.
- If sick leave is exhausted, annual leave will be used instead.
- Sick leave may be used for an employee's personal illness, medical and dental appointments, and well-care. It may also be used for the illness and well-care of an employee's immediate family members, including the employee's spouse, children, mother, and father.
- If the employee is on leave under the Family and Medical Leave Act (FMLA), paid sick leave or paid annual/vacation leave must be used initially as part of the FMLA leave.
- An employee who is absent due to sickness for more than three consecutive workdays must provide medical documentation for the absence.
- If an employee is absent unexpectedly due to personal or family member's illness, the employee should inform their supervisor or the director of human resources as soon as possible.
- Employees will not be paid for unused sick leave upon termination of employment.

City Of Keller Sick Leave Policy

Eugene McQuillin

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the Eugene McQuillin text bar.

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Pennsylvania Public Employee Reporter ,1997 Government Employee Relations Report ,2003 *The Weekly Underwriter* ,1912 *Records & Briefs New York State Appellate Division* , *Current Law* ,1911 *The Postal Record* ,1927 The Law of Municipal Corporations Eugene McQuillin,1950 Reports of Cases at Law and in Chancery Argued and Determined in the Supreme Court of Illinois Illinois. Supreme Court,Sidney Breese,Charles Gilman,1926 **The Union Pacific Magazine** ,1927 Employee magazine of the Union Pacific System **Reports of Cases at Common Law and in Chancery Argued and Determined in the Supreme Court of the State of Illinois** Illinois. Supreme Court,1926

American Law Reports Annotated ,1928 **The National Corporation Reporter** ,1909 The Central Law Journal ,1900 Vols 65 96 include Central law journal s international law list JAMA ,1902 **Pennsylvania Medical Journal (1897-1923).** ,1908 **The United States Army and Navy Journal and Gazette of the Regular and Volunteer Forces** ,1910 **Reports of cases at law and in chancery argued and determined in the Supreme Court of Illinois** ,1926

The American School Board Journal William George Bruce,William Conrad Bruce,Susanna Cocroft,1922 A periodical of school administration *Handbook on the Law of Bailments and Carriers* Armistead Mason Dobie,1914 *Poultry, Garden and Home* ,1908

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