

		<b>Policy Number:</b>  ER-012
<b>Subject:</b>	SICK TIME, USAGE OF	
<b>Section:</b>	EMPLOYEE RELATIONS	
<b>Effective Date:</b> 03/01/2009	<b>Review Date:</b> 12/2015	
	<b>Revised Date:</b> 02/11/2009	
<input type="checkbox"/> <b>New Policy</b>	<input checked="" type="checkbox"/> <b>Supersedes Policy Dated:</b> 01/01/2008	
<b>Issued by:</b> HR Administrator	<b>Concurred with and Approved by:</b> Jim Burns, Director    Initial: _____	
<b>Cross Reference:</b>		
<b>Distribution:</b>	All employees of Family Focus, Inc.	

**PURPOSE:**

To establish a uniform and systematic procedure to assure availability and proper usage of sick time and to develop a structured system to secure continuity of care for clients and compensate staff for sick time.

**GENERAL INFORMATION:**

All Full time employees, non contractual, (employees who work an average of 76 hrs or more per pay period) are eligible for sick time. Full time employees (excludes contractual staff) will earn six days (48 hours) of sick time each calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>). Unused Sick time will not carry over at the end of each year.

An authorized leave of absence is required when an employee will be absent from work with or without pay for more than three (3) working days in succession. (policy ER-051) Four incidents of unscheduled absences in a four month period will initiate a verbal warning. A fifth incident of an unscheduled absence in a four month period will initiate the Performance Improvement Process. All employees utilizing sick time for unscheduled absences must notify either the Call off voice mail line 219-462-9200 ext. 410 or email [calloff@familyfocusinc.net](mailto:calloff@familyfocusinc.net) by 7:30 a.m. daily of each unscheduled absence. Please specify if you are calling off for FMLA reasons or your call off could be marked as unexcused. Failure of an employee to follow the procedure for the usage of sick time without proper notification may initiate the Performance Improvement Process.

**PROCEDURE:**

**(Part-Time and contractual employees, though not eligible for Sick Time reimbursement, must follow call off procedures below)**

1. Employees must complete a Time off Request form listing the number of hours or days requested or used.

2. The usage of Sick time should be listed on hourly employee's time sheets and weekly schedules. The usage of Sick time should be listed on the time sheets and schedules of salaried employees.
3. Employees are not to be called during the usage of Sick time hours, except in an emergency situation.
4. Employees are required to consult their Supervisors and obtain coverage for their clients while off sick, when possible. Clients and Referral sources should be informed by staff of their unavailability to ensure continuity of care.
5. For any leave of absence, employee must use vacation days before using sick time.
6. Salaried employees:
  - a. Absences of one or more full days for personal reasons or sickness other than FMLA or disability are required to utilize vacation and/or sick time. If vacation and sick time have been exhausted deductions of pay for full days would occur.
  - b. Partial days: All partial days must be approved by the Director. Vacation or sick time must be utilized for any regular work day for which less than 4 hours have been worked other than FMLA or disability. When vacation and sick time are exhausted, and the employee needs to work less than 4 hours on a regular work day the employee will be compensated for 8 hours and will initiate the Performance Improvement Process.
7. Sick time is not reimbursed at termination of employment. Sick time cannot be substituted for any termination notice time.