

Manual of Administration

TOPIC: Human Resources	SUBJECT: Exhaustion of Sick Day Credits	Code: HR040
		Date of Issue: 07/95
		Revised: June 2008
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PURPOSE: This policy will clarify the process to utilize alternative pay arrangements when sick day credits are exhausted by a full-time employee.

An employee who has exhausted all sick day credits may choose to utilize the following to receive pay. Each option must be exhausted prior to using the next, and the order of utilization is firm.

- a) Accumulated overtime (in lieu)
- b) Vacation credits
- c) Float holidays
- d) Leave without pay (Executive Director must approve)

The privilege to use these is granted without restricting the rights of the Employer to request a medical certificate. Employees whose absences due to illness indicate excessive or inappropriate use of sick time and other leave credits may be required to review their attendance as per policy HR000, Absenteeism Review Program.