

## Manual of Administration

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Exhaustion of Sick Day Credits	<b>Code: HR040</b>
		<b>Date of Issue: 07/95</b>
		<b>Revised: October 2022</b>
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**PURPOSE:** This policy will clarify the process to utilize alternative pay arrangements when sick day credits are exhausted by an employee who receives paid sick time.

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 time (in lieu)
- b) Vacation credits
- c) Float holidays
- d) Leave without pay (Executive Director must approve) any time beyond 15 hours per occasion.

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.