

Policy: Sick Time

Revision Date: 8/25/14

Effective Date: 8/26/14



- Sick Time will be paid at the regular base rate of pay for all full time employees.
- Sick Time will be earned on the following schedule for all full time employees who have completed ninety (90) days (probation):
 - 4 hours per month on the first of each calendar month.
- Sick Time will not count as hours worked for the purposes of calculating overtime.
- Sick Time may be carried from one fiscal year to another, up to a maximum of 20 days accrued at any given time.
- Sick Time may be taken in no less than 1 hour increments.
- All unused and accrued Sick Time will be forfeited at the time of termination.
- Sick Time of three consecutive days or more require a doctors' note.

Approvals:

Bill Levakis: _____ Date: _____

Adam Dolby: _____ Date: _____

Andy Montanaro: _____ Date: _____