

EARLY LEARNING COALITION OF OSCEOLA COUNTY

SICK LEAVE

ITEM: 206C.64

EFFECTIVE DATE: 3-23-06

REVISED: 8-14-17

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POLICY STATEMENT

The efficient operation of the Coalition requires that employees consistently maintain good attendance and punctuality. The Coalition recognizes that personal illness may cause an employee to be absent from work for part or all of a day.

If an employee should become sick, he/she may be eligible to participate in the Coalition's sick pay program. This benefit provides employees with pay for days in which they or a member of their immediate family are ill.

PROCEDURE

The Coalition's sick pay program is designed to allow for illness of an employee or a member of their immediate family. Immediate family is defined as:

1. Spouse - Husband or wife, as case may be.
2. Child - A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (a person charged with a parent's rights, duties, and responsibilities) who is:
 - a. under 18 years of age; or
 - b. 18 years of age or older and incapable of self-care because of a mental or physical disability.
3. Parent - A biological parent or an individual who stood in loco parentis to the employee when the employee was a child.
4. Grandmother, Grandfather
5. Brother, Sister
6. Father-in-law, Mother-in-law
7. Son-in-law, Daughter-in-law
8. Legal guardian
9. Relative living in the same household

. Sick leave begins to accrue on the first date of employment. Employees may use sick leave on the first day of the month following the first thirty (30) days of employment. Employees can accrue a maximum of thirty (30) days sick leave. All sick leave earned above this amount will be forfeited.

If an employee's illness extends to three (3) consecutive days, a doctor's certificate of the employee's illness should be submitted to his supervisor on the fourth (4th) day in order for additional days of absence to be paid. It is the responsibility of the employee to ensure that a doctor's certificate is submitted in a timely manner. Doctor's certificates may be hand delivered, faxed or scanned and emailed to the office. Failure to provide a doctor's certificate in a timely manner may result in the loss of paid sick leave and/or may result in the termination of employment. The Executive Director may require documentation for each day of illness, if the employee appears to be abusing the sick leave policy. Abuse of sick leave is grounds for dismissal.

In most cases, sick leave should be taken in hourly or full day increments as needed. Employees should call in not later than one (1) hour prior to the start of their shift to inform the Executive Director that they will not be in that day.

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Terminated employees will not be paid for sick days during their notice period or for sick leave that has not been used.

Sick leave accrues as follows:

<u>REGULAR WORK WEEK</u>	<u>ACCRUAL PER PAY PERIOD</u>
40 hrs.	3.08 hrs.
35 hrs.	2.69 hrs.
30 hrs.	2.31 hrs.

PARTIES AFFECTED

Current Coalition employees

ASSOCIATED DOCUMENTS / FORMS

N/A