

SICK LEAVE WITH PAY

All regular employees shall accumulate sick leave at the rate of one working day per calendar month of service with no maximum accrual limit. All regular, part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to the percentage of time employed. If sick leave is claimed for a continuous period in excess of five workdays, a physician's statement is required for the employee to claim further sick leave.

In the event of illness, injury or death in one's immediate family, an employee may, upon approval by his/her immediate supervisor, be allowed necessary time off with pay chargeable to sick leave. The amount of time allowed shall be determined by the immediate supervisor based on individual circumstances. In the event of death in the immediate family, sick leave with pay may not exceed five working days. For purposes of leave granted in the event of death, immediate family is defined to include husband or wife, children, mother, father, sister, brother, grandparent, the in-laws of the afore mentioned, and certain other relatives when, in the judgment of the employee's immediate supervisor, the employee's presence is justified.