**Sick Time**. The Church allows \_\_\_ hours of sick time per hour worked, accrued each pay period, per calendar year.

Eligible employees may use sick time benefits for an absence due to

* Employee or family member’s mental or physical illness, treatment or preventive care
* Absence due to domestic abuse, sexual assault or stalking of the employee or a family member
* Closure of the employee’s workplace due to weather or public emergency or closure of a family member’s school or care facility due to weather or public emergency
* When determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.

Family members include child (including foster, adult children, legal ward, child for whom the employee is legal guardian), spouse or registered domestic partner, sibling (including step or foster), parent (biological, adoptive, foster, step), grandchild (foster, step), grandparent (step), child of sibling of employee, sibling of parent of employee, child-in-law, sibling-in-law, same relationships of employee’s spouse or registered domestic partner, and up to one individual annually designated by the employee.

Sick time may be used in hourly increments.

Employees who are using sick time should notify their direct supervisor before the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for an extended period of time due to illness or injury, a physician’s statement may be required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick time absences as well and may be required as a condition to receiving sick time benefits. Upon a supervisor’s request an employee may be asked to provide a physician’s verification that he or she may safely return to work after an absence due to an illness or injury.

Sick time benefits will be calculated based on the employee’s base pay rate at the time of absence and will not include any additional or special forms of compensation.

Up to \_\_ hours of unused sick time benefits will be allowed to accumulate and carry over into another fiscal year.

Sick time benefits are intended solely to provide income protection in the situations listed above and may not be used for any other absence. Unused sick time benefits will NOT be paid to employees upon separation of employment.

THIS POLICY HAS NOT BEEN REVIEW BY AN ATTORNEY.