

OFDDA POLICIES

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SICK PAY POLICY

1.0 PURPOSE

The purpose of this Policy is to establish guidelines for dealing with employee absences due to illness.

2.0 SICK PAY

- 2.1 Career employees may accumulate up to a maximum of 60 sick days, at the rate of one (1) sick day per month.
- 2.2 A sick day shall be equal to the number of hours each individual employee normally works on a regular work day.
- 2.3 When an employee is on sick leave for more than three (3) consecutive days, a doctor's notice may be required before the employee returns to work.
- 2.4 Where an employee uses more than eight (8) sick days in any one year period, the Board of Directors may review with the employee the reasons for the extended sick leave.
- 2.5 When an employee is off sick, the OFDDA requests that it be notified no later than 3:00 p.m. the day before the employee intends to return to work.

3.0 SAIF

- 3.1 When an employee is off work due to an on-the-job injury, OFDDA will pay the difference between the employee's regular take home pay and the net pay received from SAIF. These amounts will not be charged to the employee's sick day account.