

## Sick Leave Policy

Presbytery VOTED to approve the guide/model for a sick leave policy with thanks to the Reverend Dick Webster and Elder Larry Webber for developing it.

Ordinarily the accrual of sick leave is intended for the protection of income during periods of unexpected illness or injury for church staff. Upon the approval of an employee's supervisor, an employee can use accrued sick leave for his/her personal injury, illness (including a period of disability during pregnancy), or doctor's appointments.

- Upon the approval of the employee's supervisor, accrued sick leave also can be used at the time of an injury, illness or doctor's appointment of a spouse or dependent child.
  - Upon the approval of the employee's supervisor, accrued sick leave also can be used to supplement Workers' Compensation Disability Leave both during the waiting period before Workers' Compensation benefits begin, and afterward to supplement the remaining salary, except that the employee may not exceed the regular salary amount using this provision.
1. After six (6) months of continuous service, **full-time non-clergy and clergy employees** earn sick leave at the rate of one (1) day per month, up to a maximum of ten (10) days per calendar year. Accrued unused sick leave is accumulated from one (1) calendar year to the next up to a maximum of thirty (30) days.
  2. After six (6) months of continuous service, **part-time non-clergy employees and part-time clergy employees** will earn sick leave at the rate of one (1) "part-time" day per month, up to a maximum of ten (10) "part-time" days per calendar year. A "part-time" day shall be defined for each employee within his/her position description. One (1) "part-time" sick leave day may be used for an approved part-time work day. Accrued unused sick leave is accumulated from one (1) calendar year to the next up to a maximum of twenty (20) "part-time" days.
  3. In the event of an extended period of illness and/or inability to work, **full-time non-clergy and clergy employees** may receive full salary until disability insurance begins, but ordinarily no longer than ninety (90) days.
  4. In the event of any illness lasting more than three (3) successive working days, confirmation of the illness by a physician or certified Health Services provider may be required.
  5. Sick leave will accrue during periods of vacation.
  6. After an employee has used all of his/her sick leave and vacation, the employee may apply for personal leave without pay.
  7. Unused sick leave is not compensable at the termination of employment.
  8. The session shall designate an appropriate process to record accrued sick leave days within a given year, any sick leave days used during that given year, and any sick leave days carried over from one (1) year to the next.