

Clarification

CCEMS POLICY Section 6.4 Sick Leave

August 25, 2003

Terms:

Call In/Sick Day/Incident – Anyone calling in Sick (Leave time with less than 48 hour notice) will be counted as sick. Consecutive days following the Sick/Call In will continue to be the same incident. Example:

I called in (sick) on 1/3/03 at 0600 hrs. and it was my scheduled shift to work. It will count as a Call In/Sick Day/Incident. If I again am sick on my regularly scheduled shift on 1/6/03 then the total call ins that will affect my yearly evaluations is one (1) call in for the duration that I am out sick for that one (1) event. One could actually be out for a month due to illness or surgery and realistically only have one (1) Call In/Sick Day/Incident.

Start date of Policy:

This policy was posted prior to July 2003 and has been in effect since July 1, 2003. For every employee, during the first year the number of accumulated sick days is defined on an annual basis according to the implementation date of July 1, 2003 and ending on June 30, 2004. Thereafter, the policy states that documentation of absences will be recorded from the date of the occurrence looking back over the previous 12 months.

Hopefully this will clarify those concerns that have been brought to us and were discussed in the August 2003 Supervisory meeting.