



POLICY:

Chatham Area Transit Authority recognizes that employees will need days off from work from time to time to address their medical needs. For this purpose, regular full-time employees will receive sick days each calendar year.

POLICY SPECIFICS:

- Sick leave may be used for an employee’s personal illness, well-care and medical appointments.
- Sick leave may also be used for illness and well-care in an employee’s immediate family such as spouse, child, or parent.
- Sick leave accrual shall be granted to each eligible employee on a monthly basis based on the years of service as follows:

<u>Years of Service</u>	<u>Hours Earned Per Year</u>
0 - 5	40
6 – 10	80
11 – 20	120
21 and over	160

- Employees who transferred from Veolia Transportation to Chatham Area Transit on May 16, 2013 and who had a sick leave balance will be allowed to carry over the sick leave balance.
- Sick days not taken during the year will be carried over to the next year, up to a maximum of 720 hours, unless specified in an employment agreement.
- Sick days will be paid on the basis of a normal work schedule and are not credited as hours worked for the purpose of overtime calculation.
- When possible, employees are expected to schedule planned medical appointments in a manner that minimizes disruption of workflow. Further, employees must use sick leave for its intended purpose.
- Managers will monitor employee use of sick leave for patterns of abuse. Abuse of paid sick leave will result in disciplinary action.
- At the Authority’s discretion, a written statement from a doctor verifying any illness or injury may be requested.



Effective Date: July 1, 2014

- Employees are not eligible to accrue sick leave while out on worker's compensation.
- Employees will not be allowed to pyramid leave hours with other benefits paid by the Authority, i.e., an employee may not be paid worker's compensation and use sick, vacation leave or personal holidays at the same time or an employee may not use sick, vacation, or personal leave while receiving disability benefits paid by the Authority.
- Employees will not be paid for unused sick days while they are employed or at resignation/termination of employment.

APPLIES TO:

All full-time, non-union employees of Chatham Area Transit Authority.