

Attendance and Sick Leave Policies

Quality Policy Statement:

[ORGANISATIONAL TITLE] strives to provide benefits and information that will support the quality of life for employees and their families.

Purpose:

To educate and inform employees about [ORGANISATIONAL TITLE]'s attendance and leave policies.

1. Attendance Policy

[ORGANISATIONAL TITLE]'s attendance policy is – **all employees should report for each workday of their assigned work schedule, arriving on time and ending on time.**

The daily work of [ORGANISATIONAL TITLE] involves several departments, each adding value to the final results. Our total performance depends on all employees completing their work in a timely manner. When employees are habitually absent ("absenteeism"), [ORGANISATIONAL TITLE]'s workflow is disrupted, and the absence of just one person can cause missed deadlines and additional expense.

Absenteeism affects [ORGANISATIONAL TITLE]'s production, resulting in lost earnings, lost customers, even lost jobs. Every employee's attendance is vital to co-workers and to the overall successful effort. For [ORGANISATIONAL TITLE] to provide high quality products and satisfy customers, the Company needs all of its employees to show up regularly on time, ready to work.

2. Sick Leave Policy: Accrual of Medically Related Disability Leave.

[ORGANISATIONAL TITLE] appreciates the work commitment, physical fitness and outstanding attendance of all employees. We recognise that serious illness, injury, or temporary disability may cause work absences, along with financial burdens to employees. The Company provides Sick Leave and Disability Leave to help alleviate these burdens.

Permanent, full-time employees, either salaried or hourly, may accrue Sick Leave at the rate of one-half (0.5) working day for each full month of employment up to a maximum of six (6) days of sick leave per twelve (12) month period.

Part-time employees who work at least twenty (20) hours per month may accrue Sick Leave at the rate of 2 hours per month to be used for illness or disabilities. Temporary employees accrue NO Sick Leave.

Sick Leave hours continue to accrue when eligible employees are drawing Sick Leave with pay. However, Sick Leave hours do not accrue during leaves of absence without pay.

The Company does NOT compensate employees who leave [ORGANISATIONAL TITLE]'s employ. When an employee terminates her employment, [ORGANISATIONAL TITLE] cancels her unused, accrued Sick Leave.

3. Sick Leave Hours; Sick Leave Usage

Eligible employees with accrued sick leave hours may take sick leave at 100% of their normal pay.

Employees may accumulate sick leave up to a maximum of twenty (20) days. Sick leave hours are used at the rate of one 8 hour day of sick leave for each working day an employee is absent due to sickness or injury.

To use Sick Leave, employees must follow this procedure:

- 1) Make sure that the employee has sufficient accrued Sick Leave to take the time off as paid;
- 2) Inform her supervisor (or the HR manager) of the intent to use sick leave no later than 60 minutes before her scheduled start time;
- 3) Be willing to provide satisfactory evidence of sickness or injury justifying the use of sick leave, usually presented to an employee's supervisor (copies to be kept in employees' work records);
- 4) Return to work promptly at the end of the illness or absence for medical reasons.

If an employee terminates her employment while on sick leave, [ORGANISATIONAL TITLE] will stop accrual of her sick leave pay as of the effective date of termination, or when accumulated sick leave ends, whichever occurs first.

4. Medical, Dental and Optical Appointments

Routine medical, dental and optical appointments should be scheduled outside working hours. When this is not practical, occasional absences for such reasons may be charged to sick leave. Employees may use vacation time instead of sick leave with approval of their supervisors. Any employee who abuses this policy may be subject to disciplinary action.

5. Exhaustion of Accumulated Sick Leave

An employee's paid illness or disability may last longer than accumulated sick and vacation leave hours. In such cases, an employee may request medical leave without pay, upon approval by a supervisor. However, [ORGANISATIONAL TITLE] may decide not to grant unpaid medical leave and may have to consider terminating an employee who is unable to work.

Employees who no longer have accumulated sick leave, but who are enrolled in [ORGANISATIONAL TITLE]'s group insurance programmes should refer to Policy "[06 – Insurance Programmes for Employees \(Employee Handbook\)](#)" in the employee handbook or contact Human Resources to discuss her situation.

6. Disability Leave

6.1 An employee who is unable to work because of a temporary medical disability (e.g., surgery recovery, complications of pregnancy, recuperation from heart attack, or medical needs of immediate family members, etc.) may use her accumulated accrued paid leave, and in approved cases may use unpaid leave. To obtain Disability Leave, an eligible employee must follow these steps:

- 1) Employee must obtain a written certification from her doctor that requires leave from work
- 2) As soon as possible, submit a written Disability Leave request to the employee's manager and the HR director, including the written certification of her attending physician to the effect that the employee is unable to perform her job duties for a specified period of time.
- 3) If the employee is incapacitated and cannot make the request personally, her next of kin may work with management to make appropriate arrangements.
- 4) Get a determination by the HR director on how many accrued hours of paid leave (either sick or vacation leave) the employee is eligible for during a paid period of disability;
- 5) If the HR director determines that an employee has insufficient accrued sick or vacation leave to provide employee with a paid period of disability leave, the employee may request permission from her supervisor and the HR director to use unpaid Disability Leave to make up the difference between paid and unpaid disability leave.

6.2 Employee must make acceptable arrangements to pay the employee's portion of health insurance premiums during any period of unpaid Disability Leave.

6.3 For an employee on paid or unpaid disability leave, it is the Company's policy to hold open an eligible employee's position for a reasonable period during an employee's absence. In most cases, the Company will not hold a job for more than 90 days. However, if an employee does not intend to return to work after a period of disability, [ORGANISATIONAL TITLE] expects that she will notify the supervisor as soon as possible so that a replacement employee may be hired.

6.4 Management has the discretion to work with the employee regarding the length of the unpaid leave. In the event that an employee on disability leave returns to work after a period longer than ninety days, [ORGANISATIONAL TITLE] may, where possible, reassign the employee to non-critical job duties, or may decide that the situation requires termination of employment.

6.5 If [ORGANISATIONAL TITLE] discovers that an employee taking paid disability leave has abused this leave policy, or has misrepresented the conditions for such leave, the Company may use any evidence of bad faith as grounds for immediate discharge of the employee.

7. Bereavement Leave; Funeral Participant Leave

In the event of a family member's death, eligible employees may receive their regular rate of pay for time regularly scheduled to work as follows:

Days Paid	Relationship
5	Spouse, Child or Step-Child, Parent, Step-Parent, or Legal Guardian, Parent-in-Law
2	Grandparent, Grandchild, Sibling or Step-Sibling, Brother-in-Law, Sister-in-Law, Grandparent-in-law
1	Aunt or Uncle, Niece or Nephew, 1st Cousin

If additional time off is needed, employees should use accrued Vacation or Sick Leave. Management may, in its sole discretion, allow an employee additional paid leave depending on circumstances. Lacking accrued Vacation or Sick Leave, an employee may request advance permission to use unpaid leave. Notification of funeral leave should be given as soon as dates are determined.

7.1 **Funeral Participant Leave:** Eligible employees may use sick leave or vacation leave to participate in a funeral programme, e.g., as pallbearer, speaker, or musician at the funeral of a friend or associate. An employee who is being paid to participate on a funeral programme must use accrued vacation leave.

8. Leave for Jury or Witness Duty; Voting Arrangements

If an employee receives an official summons to appear for jury duty or to serve as a trial witness, [ORGANISATIONAL TITLE] may grant him the use of accrued sick leave or vacation as time off with pay, following these guidelines:

- Employees must notify their supervisors immediately on receiving a jury duty summons, or subpoena for witness appearance by giving them a copy of the official documents;
- Once employees actually perform the jury or witness duty, they shall give their supervisor copies of the court documents showing the time spent and the amount paid;
- Based on these documents, the Company will pay the difference between the court payment and the employee's regular pay for the hours served, excluding travel time;
- If the court dismisses the employee before the workday concludes, [ORGANISATIONAL TITLE] expects him to return to work and complete what remains of her eight-hour shift.

[ORGANISATIONAL TITLE] may ask that employees whose work duties are vital to the Company's operations petition the court to excuse the employee from jury or witness duty.

8.1 **Voting:** The Company does not provide either paid or unpaid time off for voting. Employees should arrange to vote before or after their normal work hours.

¹ Within its sole discretion, [ORGANIZATIONAL TITLE] may grant permission for employees to use unpaid leave for Disability Leave based on the nature of an employee's job duties, the availability of replacement workers, and the needs of the Company.

9. Military Leave

Full-time employees who are members of the National Guard or organised Reserves of the Armed Forces of the United States will be granted time off for temporary duty in accordance with the provisions of [STATE] law. Normally, this would be for a two-week period each year. Emergency call-up or calls to active duty will be handled on an individual basis.

When an employee receives an official order, a copy of this order must be provided immediately to her supervisor so that arrangements can be made to cover her absence.

10. Attendance during of Epidemic Communicable Disease

During periods of Epidemic Communicable Disease, [ORGANISATIONAL TITLE] may modify its Attendance Policy. For example, it may ask: i) employees to stay home, or ii) selected employees to work at home, or iii) may use special work schedules to meet Company work force needs.

At its option, [ORGANISATIONAL TITLE] will determine whether some or all of its employees should stay home, or whether designated employees will work during epidemics. Employees who stay at home because of illness, or stay home at [ORGANISATIONAL TITLE]'s option, may draw on their accrued sick leave or accrued vacation leave.

Management may designate some employees as eligible for work at home during epidemics. An employee asked to work at home may access [ORGANISATIONAL TITLE]'s computer network or use other needed equipment. Employees chosen for work at home will supply a computer modem and wired telephone connection.

An employee working at home may need additional equipment or network connections. If so, with prior approval, [ORGANISATIONAL TITLE] will compensate a designated employee for her reasonable expenses in obtaining such necessary equipment or facilities.

An employee asked to work at home will have her work conditions and schedule set out in written authorisation by [ORGANISATIONAL TITLE]. A designated employee should work in at least four (4) hour blocks of time, unless another schedule is approved.

Overtime must still be approved for non-exempt employees who work more than their weekly 40 hour shifts.

11. Leave of Absence Without Pay

An employee may ask for an unpaid leave of absence from employment that does not fall under the categories above by making a written request to her supervisor. The employee should give notice at least 5 working days in advance of the requested leave.

When an employee initiates unpaid leave (other than Disability Leave), [ORGANISATIONAL TITLE] will only hold open her position for a period of thirty (30) days, unless the employee and the Company agree in writing on an alternate return date.

If [ORGANISATIONAL TITLE] decides that there is a lack of work, the Company may require an employee to take unpaid leave, depending on the Company's fiscal conditions. When [ORGANISATIONAL TITLE] initiates such leave without pay, it may hold an employee's position open for a period stated in writing.

During any approved leave of absence without pay, the following provisions will apply:

- To remain insured during unpaid leave, employees must pay to [ORGANISATIONAL TITLE] the total amount of the employee's portion of health or other insurance premiums.
- These total premium payments are due to [ORGANISATIONAL TITLE] by the first day of each month that an employee is on approved, unpaid leave;
- Employees on leave without pay retain their original employment date; [ORGANISATIONAL TITLE]'s records will show no interruption in their service unless they are terminated;
- If employees on unpaid leave are enrolled in [ORGANISATIONAL TITLE]'s 401(K) plan, they will retain their participation up to maximum time allowed by the terms of such Plans.
- Employees on approved, unpaid leave of absence will not accrue hours for paid sick leave or paid vacation while on such leave.
- [ORGANISATIONAL TITLE] will terminate employees on voluntary unpaid leave who accept employment with another employer during the unpaid leave, and will cancel all of employees' company benefits immediately.

12. Personal Emergencies

It is understood that unscheduled emergency situations for personal dealings during business hours may arise. In these situations, the employee must notify her manager immediately and receive approval beforehand to use vacation time or unpaid leave. If the employee has critical responsibilities or scheduled appointments, it is the employee's duty to reschedule or find an employee replacement to cover those responsibilities, as approved by her manager. If the manager determines that these "emergency" personal dealings are happening too often, then the employee may be subject to disciplinary measures, which may include losing this privilege in the future.

Note: [Organisational Title] Will treat any unauthorised or unscheduled leave of absence by its employees as unauthorised leave without pay. A pattern of employee unauthorised, unscheduled absences may be grounds for disciplinary action up to and including termination of employment. (See "17— Discipline for Unacceptable Conduct at Work (Employee Handbook)")

Quality Records

Title	Location Kept	Duration Kept	Disposal Method