

	JEFFERSON HEALTH SYSTEM <i>Cooper Green Mercy Health Services</i> <i>Jefferson Outpatient Care</i>	POLICIES & PROCEDURES: <i>Personnel Procedure</i>		
	APPROVED: 	ISSUED: 10/90	PR 30.0	PAGE: <u>1</u> OF <u>2</u>
SUBJECT: Sick Leave	REVISED: 10/93; 6/99; 6/08; 12/10; 10/13, 2/17	REVIEWED: 3/99; 8/02; 6/05; 6/08; 12/10		

Sick leave is not a right for which employees may make demand, but a privilege granted in accordance with prescribed Rules and Regulations which may be changed from time to time. Full-time, regular employees accrue paid sick leave at the rate of one (1) day per month of service. There is no restriction on the amount of accumulated sick leave. Employees in a probationary status cannot use accrued sick leave until successful completion of three months of the probationary period.

Any use of sick leave of more than three consecutive work days requires the employee to complete and submit a request for Family and Medical Leave Act. Failure to submit requested information can result in disciplinary action, up to and including termination of employment.

Abuse of sick leave may subject the employee to disciplinary action.

Sick leave may be granted for those reasons outlined in Personnel Board Rule 13.10 and is subject to the restrictions listed in that rule. A maximum of twelve (12) days per calendar year may be used for illness and/or death in the immediate family.

Cooper Green Mercy Health Services reserves the right to require a physician's certificate to substantiate the usage of sick leave at any time. The physician's certificate must include: (a) a confirmation that the employee is incapacitated to perform the duties of his/her position and (b) the probable period of incapacitation. All employees must provide a physician's statement whenever the continuous term of absence is for five (5) or more days. The maximum term of pre-authorized extended sick leave usage is twelve (12) weeks and a physician's statement supporting the requested term of absence will be required.

All routine physician appointments should be prescheduled at least one week prior to the appointment to allow sufficient time for schedule adjustments. Employees requesting sick time for physician appointments will only be allowed up to four hours of sick time usage unless presented a physician statement to substantiate the need for any additional time.

For all unscheduled sick time usage, employees must follow their department's policy pertaining to the proper procedure for reporting off from work. Such absences may be considered an occasion in relation to the Cooper Green Mercy Health Services Leave and Attendance policy.

	JEFFERSON HEALTH SYSTEM <i>Cooper Green Mercy Health Services</i> <i>Jefferson Outpatient Care</i>	POLICIES & PROCEDURES: <i>Personnel Procedure</i>		
	APPROVED:	ISSUED: 10/90	PR 30.0	PAGE: <u> 2 </u> OF <u> 2 </u>
SUBJECT: Sick Leave		REVISED: 10/93; 6/99; 6/08; 12/10; 10/13, 2/17		REVIEWED: 3/99; 8/02; 6/05; 6/08; 12/10

When the employee notifies the supervisor of an extended illness, the supervisor should discuss the following subjects with each employee:

1. The responsibility of the employee to keep the supervisor informed of their condition and return to work status in accordance with each department's policy.
2. The requirement of a physician statement upon the employee's return to work.
3. The possibility that a leave of absence will be necessary and the required action of the employee to initiate such a request.