



Excessive Use of Sick Leave Policy

An Employee who in a calendar year uses a total of eight (8) days or the equivalent of sixty (60) hours in full or partial day increments where a medical certificate is not required and not submitted will be placed on the Excessive Use of Sick Leave List. The Employee shall be notified after having used four (4) days or the equivalent of thirty (30) hours in full or partial day increments that four (4) additional uncertified days or the equivalent of thirty (30) additional hours in full or partial day increments of sick leave use during the calendar year will result in the Employee being placed on the Excessive Use of Sick Leave List.

An Employee who in any calendar year uses a total of eight (8) sick days or sixty (60) hours or more without a medical certificate, not including days off during extended sick leave as defined herein, will be placed on the Excessive Use of Sick Leave List unless the Employee has one hundred (100) days or more of credited sick leave.

An Employee who develops a pattern of taking sick leave will be placed on the Excessive Use of Sick Leave List. Examples of pattern absences include but are not limited to calling out sick on Fridays and Mondays, before or after holidays, same day of the week for several weeks, etc. Similar days off sick without a medical certificate as well as a questionable use of sick time after being denied other leave, may also constitute reasons for being placed on the Excessive Use of Sick Leave List.

An Employee who has an earned sick leave balance of one hundred (100) days or more shall not be placed on the Excessive Use of Sick Leave List until a formal inquiry is held with the department head or designee and a Union representative, if they so desire. Such an Employee, who in spite of the aforementioned is placed on the Excessive Use of Sick Leave List, may appeal such listing to the President & CEO.

An Employee who is placed on the Excessive Use of Sick Leave List or who is otherwise disciplined under any section of Article 23.E., shall have the right to utilize the procedures contained in Article 10 of the Collective Bargaining Agreement.

An Employee shall remain on the Excessive Use of Sick Leave List for one (1) year from the date of being placed on the List. Employees who are placed on the Excessive Use of Sick Leave List shall earn sick leave at half the regular rate until they have been removed from the list, not be paid for the first day of sick leave for the next four (4) occasions or the next twelve months, whichever is shorter. Furthermore, all absences due to sickness must be documented during the time an Employee remains on the Excessive Use of Sick Leave List.

