



# POLICY HANDBOOK

**POLICY NUMBER: 33**

**TITLE: SICK LEAVE**

**DATE APPROVED BY DIOCESAN COUNCIL:**

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1. Full time clergy and lay employees are entitled to the following sick leave benefits unless otherwise stated in their specific Employment Agreement:
  - a. Clergy employees shall accrue 1 day of sick leave per month of employment.
  - b. Full-time lay employees shall accrue 8 hours of sick leave per month of employment.
  - c. The accrual of sick leave and maximum accumulation of sick leave for eligible part time employees is pro-rated according to the amount of time worked each month.
2. New employees will not be paid for sick days (or hours) taken during the first 90 days of continuous service.
3. Employees may accrue a maximum of 30? (40?) (120?) days ( which is 240? 320? 960? hours) of sick leave.
4. Clergy employees may use sick leave in coordination with the short-term disabilities benefit, if applicable.
5. Employees who have used their accrued sick days (or hours) may use accrued vacation days. Employees will not be paid for absences when they do not have any paid time available.
6. Holidays falling within an absence for illness will not be charged against sick leave.
7. Sick leave may not be accrued during any period of disability leave.
8. Sick leave shall be used for an employee's bona-fide cases of medical/dental/etc appointments, sickness, and injury, or the same for family members. It should not be interpreted in the same manner as accumulated vacation or compensatory time off.
9. Sick leave may be taken in ½ or full day segments.

10. Medical documentation of illness may be required at the discretion of the Bishop.

11. Accrued sick leave will not be paid at termination of employment.

12. Sick pay will not be given in lieu of sick leave.

#### Sick Leave Pool

- Employees who have more than \_\_\_ days accumulated may, at the end of each year, donate up to 160 (?) hours (X days) to a pool to be used by (lay) employees who do not have the short-term disability benefit and are sick and have exhausted their own sick leave. All requests to use time donated to this pool must be directed to, and approved by, the Bishop.

Diocesan Policies 10 and 32 address annual leave/vacation; Policy 5 addresses Clergy Maternity/Paternity leave.