

SICK LEAVE
Non-exempt (hourly) Employees (D 65)

S-4

Employees Who Are Covered – This Sick Leave Policy shall apply to non-exempt denominational employees excluding those in health care institutions.

Sick Leave Hours Accrued – Sick leave time shall accrue based on 2.93 hours for a 76-hour (two-week) pay period (.03855 hour per hour worked); 3.2 hours for an 80-hour (two week) pay period. Regular part time employees shall accrue sick leave time on a prorated basis.

Division of Sick Leave Time – Seventy-five percent (75%) of the accrued sick leave time shall be available for short term illnesses and medical/dental appointments. The other twenty-five percent (25%) shall be available for extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity. The accrual rate for employees of the Adventist Book Center is 60% short term; 40% long term.

Short Term Illness – The first three (3) work days of any illness or time off for medical/dental appointments shall be charged to the short term sick leave bank. The employee may also access his/her short term sick leave bank to care for members of his/her immediate family who are ill. Immediate family encompasses the employee's spouse, children/step-children, or parents/parents-in-law.

Carry Over of Short Term Sick Leave Time – Short term sick leave time may be carried over from one year to the next up to a maximum of 76 hours. Accrued short term time in excess of 76 hours may be transferred to the extended sick leave bank.

Extended Sick Leave Time –

1. Beginning with the fourth (4th) work day of an illness, full time pay shall be continued and charged to the extended sick leave time bank until those accumulated hours have been exhausted.
2. To qualify for this benefit, the employee must be under the care of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity. In cases where an employee is hospitalized the provision of paragraph 1. above shall begin on the day of admittance to the hospital. Any leave under this policy should be coordinated, to the extent applicable, with the Family and Medical Leave of Absence policy (FMLA is applicable for medical leave needed of greater duration than three (3) days).
3. In the event that an employee must provide care for an immediate family member with a long term illness that qualifies under the FMLA policy, the employee may, in conjunction with FMLA leave, access his/her extended sick leave time bank for up to four (4) weeks.

EXCLUSION: Extended sick leave does not apply to:

1. Any day during which an employee is entitled to cash benefits for temporary disability under Workers' Compensation or employer's disability laws.
2. Any period of confinement in a public or private institution as a result of an emotional or psychopathic illness arising from addiction to alcohol, drugs, etc.
3. Any period when incarceration is the cause of absence from work.

Carry Over of Extended Sick Leave – Extended sick leave time may be accrued up to a maximum of 1000 hours (26 weeks). Extended sick leave time may not be transferred to the short term bank.

Non Convertible to Paid Leave – Extended sick leave shall not be convertible to paid leave or considered as credit payable at the termination of employment.

Portability – At the time of termination or transfer, short term sick leave may be paid to the employee. Accrued time shall not be transferred to the new denominational employer, however, extended sick leave may be reported to the new employer at the time of transfer. No payment is to be made to the employer or to the employee for extended sick leave hours.

Part Time Work After Illness – An employee who returns to work on a part time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part time work. The actual time worked shall be paid at the regular rate. The balance shall be paid from the extended sick leave bank as long as hours of accrued sick leave time are available. Any provision of the Family and Medical Leave of Absence policy shall continue in accordance with F-1 until the employee has been released by his/her physician to return to full time employment.

Implementation – For each full year of service the employee may be credited with 24 hours of short term sick leave time up to a maximum of 48 hours, and with 24 hours of extended sick leave time up to a maximum of 320 hours.

Pregnancy Leave –

1. *Provision* – Pregnancy leave shall be granted on the same basis as extended sick leave in accordance with the Sick Leave policy and the Family and Medical Leave of Absence policy. Eligible employees requesting pregnancy leave are to request Family and Medical Leave of Absence leave. Employees are expected to return to employment as soon as they are physically able to resume their duties. The beginning date and duration of the pregnancy leave shall be in harmony with the advice of the attending physician.
2. *Remuneration* – Beginning with the first day of pregnancy leave, regular remuneration shall be continued and shall be charged to the extended sick leave bank until those accumulated hours have been exhausted. An employee may be remunerated on the foregoing basis whether or not she plans to return to work at the end of the pregnancy leave.
3. *Government Law* – Where government law dictates pregnancy leave policy, the employing organization shall observe those policies.
4. *Post Leave Employment* – An employee returning from pregnancy leave under the Family and Medical Leave of Absence policy will be entitled to reinstatement in her previous job or a job of equivalent pay, benefits and other employment terms and conditions. Upon returning to work, it will be necessary to provide a doctor's medical release.

SICK LEAVE (NON-EXEMPT) Cont'd

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5. *Paid and/or Unpaid Leave for the Birth or Care of a Child* – Under FMLA, employees are entitled to up to twelve weeks of paid and/or unpaid leave for the birth or care of a child. However, once the physician has released the employee from medical care, should the employee wish to continue Family and Medical Leave of Absence Leave, any paid leave from the extended sick leave bank would be discontinued, but both male and female employees may access any applicable paid leave available to them.