

**SICK LEAVE
(SHORT TERM DISABILITY) EXEMPT (SALARIED) EMPLOYEES**

S-5

Regular full time exempt (salaried) employees of the Potomac Conference are eligible for full remuneration during any period of medical disability for up to 26 weeks. Under no circumstances, however, will an employee be eligible for disability leave in excess of 26 weeks in any 12-month period.

Regular part time exempt (salaried) employees of the Potomac Conference are eligible for full remuneration during any period of medical disability for up to 4 weeks.

Any leave under this policy must be coordinated with FMLA leave. Procedures for requesting FMLA leaves must be followed when requesting disability leave under this policy.

The first three (3) days of a salaried employee's sick leave need not be reported as disability leave. However, if the disability exceeds three (3) days, the entire period of disability will be counted towards the 26-week or 4-week maximum. **NOTE:** For any medical situation certified by a health care provider of greater duration than three (3) days, FMLA must be applied for.

Employees must notify Treasury (Risk Management) of any benefits that are received from Workers' Compensation. The Potomac Conference will supplement Workers' Compensation benefits so that total benefits equal the regular remuneration of the salaried employee.

Should the employee desire additional personal time away from the job after completion of the disability leave, the employee, in conjunction with the supervisor, may use accrued vacation time to cover part or all of this personal time off.