SUBJECT/TITLE: SICK LEAVE USAGE

PURPOSE: Procedure for review sick leave usage.

DEFINITION: None

POLICY:

Attendance is an essential component of employment. Sick leave usage will be reviewed for the purpose of determining whether sick leave use is excessive or abused.

PROCEDURE:

1. Employees’ sick leave will be to review patterns of usage. Repeated patterns that would raise concerns are: sick days are often associated with a day off or a weekend, using sick days on the same day of the week, using two days of sick leave at a time.

2. Discipline for attendance will be based upon the principles of just cause and not solely on number of occurrences or hours absence.