

## SICK LEAVE

Paid sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own or a qualifying family member's incapacitating or contagious illness or injury and necessary medical treatment or medically advised rest. Visits to doctors and dentists also are acceptable reasons for taking sick leave. Misuse of sick leave, such as falsifying reasons for absence, may result in disciplinary action in accordance with RAILS policy.

### Eligibility

Sick leave is provided to all regular full-time employees and regular part-time employees who work at least 20 hours per week on a consistent basis. Sick time shall be provided at the employee's regular rate of compensation.

For record-keeping purposes, RAILS will issue employees' sick leave up front on January 1 of every calendar year. Sick leave allotment begins upon successful completion of the 60-day probationary period or transfer into an eligible position, as noted above. Sick leave is prorated for new hires based on start date.

### Qualifying Family Member/Relationship

Qualifying family members are the employee's child (including stepchild or foster child), spouse, sibling, parent, parent-in-law, grandchild, grandparent, stepparent or domestic partner, and other members of your household. Members of your household include those who live with you as their permanent residence.

### Sick Leave Allotment

Status	Annual Sick Leave
Full-time	90 hours
Part-time	Part-time employees who are scheduled to work at least 20 hours per week are eligible for prorated sick time hours. For example, an employee who works 22.5 hours per week is eligible for 54 hours of sick time (22.5/37.5* 90)

Employees can accrue up to 90 days of sick leave (675 hours). Sick leave will not be paid out at the time of termination and shall be repaid by the employee in accordance with applicable law if the employee uses more than they have earned at time of termination.

### Sick Bank

Hours that an employee accrues in excess of 90 days (675 hours) are deemed inactive and will be moved to a sick bank that is used for retirement service credit reporting purposes only. Once the

hours are moved into the sick bank, an employee can no longer access those hours for use under the guidelines of this policy. Sick bank hours will only be reported to the employee pension fund for service credit. Sick bank accruals will not be paid out at the time of termination.

### **Notice of Absence**

Employees who know in advance that they will be absent for health reasons must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request sick leave before the workday begins, the employee should notify the supervisor within one hour of the scheduled start time whenever possible, otherwise the employee's absence may be considered unexcused. (Please see the Attendance Policy for more information).

### **Verification of Absence**

An employee using sick leave for more than three (3) business days in a row will normally be required to produce a note from a healthcare practitioner. The note should certify that the employee was unable to work for health reasons and is fit to return to duty or that the employee's assistance was needed to care for a qualifying individual as defined in this manual. Employees may also be required to provide such a note when abuse of sick leave privileges is suspected and/or when RAILS has reason to believe that the employee may not be able to perform their essential job functions due to a health-related reason.

### **Confidentiality of Medical Information**

All information about an employee's medical condition is confidential and will be kept in separate files. When an employee is absent for medical reasons, the employee's regular personnel file contains only the dates of the medical absence, not the medical reason(s) for the absence.