

SICK LEAVE POLICY

1. All full-time church staff will begin each year with two (2) weeks (80 hours) sick leave allotment. Unused sick pay benefits may accumulate from one year to another to a maximum of six (6) weeks (30 days). Part-time church staff are not eligible for sick pay.
2. Sick pay benefits may be used for personal illness or injury and for the illness or injury of an immediate family member.
3. Sick pay benefits may be used for doctor and dental appointments for a church staffer's illness or injury. Sick pay benefits may be used for doctor/dental appointments for an immediate family member or a family member that is under direct care of the church staffer (i.e., a mother or father).
4. Unused sick pay benefits may not be used for personal time off or as additional vacation, and church staffers will not be paid for unused sick pay benefits upon termination of employment.
5. Church staff who receive sick pay benefits may be asked to provide medical verification, and absences of more than 3 working days may be subject to the church's leave of absence policy.
6. Church staff must submit sick leave time taken on the Employee Leave Report. It must be approved by their immediate supervisor, who will submit it to the Church's Administrator.
7. Should a church staffer experience an extremely serious illness, injury or surgery that exceeds the sick leave benefits that a church staffer has in their allotment, consideration by the Church's Board of Director's will be given for extending the paid sick leave benefits.
8. Excessive use of sick leave time without proper documentation from a medical professional will be considered a personnel issue and will be dealt with accordingly and may include discipline, up to and including termination.
9. The Church's Administrator shall be responsible for maintaining correct records of annual accumulation and use of sick pay by each church staffer.

I have read the Sick Leave Policy, I understand, and I agree to abide by the terms.

Printed Name

Date

Signature

Date