

GRIZZLY RANCH CSD

POLICY SERIES: PERSONNEL

POLICY NUMBER:2520

POLICY TITLE: SICK LEAVE

1. This policy shall apply to probationary, regular employees in all classifications.
2. Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to General Manager.
3. Employees shall be issued 40 hours on the first day of employment and limited to 40 hours or five days in each year of employment.
4. In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.
5. If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager