

**#5.14****EMPLOYEE SICK LEAVE**

**PURPOSE:** To establish and maintain a consistent, reasonable and humane plan providing sick leave for employees of Chapel by the Sea.

**SCOPE:** This Policy shall apply to all eligible employees of Chapel by the Sea.

**PROVISIONS:**

1. Sick leave is to be used for periods of temporary absence due to illness or injury.
2. All full-time employees and “eligible part-time employees” working at least 20 hours per week will accrue paid sick leave at the rate of one (1) day per month (12 days per year) of employment. The term “employees” includes pastoral, program and support employees. See Policy & Procedure #5.1 (Employee Classifications).
3. Sick leave for “eligible part-time employees” is prorated based upon the number of hours in the employee’s work week compared to a 40-hour work week. For example, employee “X” is scheduled to work a 20-hour week, or on the average 4 hours per day. One day of sick leave for employee “X” equals 4 hours of paid time (i.e.,  $(5 \times 4)/40 = \frac{1}{2}$ ;  $\frac{1}{2} \times 8 = 4$ ). Three days of sick leave for employee “X” equals 12 hours of paid time. If employee “Y” is scheduled to work a 25-hour week, one day of sick leave for this employee equals 5 hours of paid time (i.e.,  $25/40 = .625$ ;  $.625 \times 8 = 5$ ).
4. Unused sick leave will be allowed to accumulate from year to year until the total has reached sixty (60) days, after which further accumulation will be suspended until the balance has dropped below 60 days. At the end of each year the accumulated carry-over days of sick leave will be documented in each employee’s personnel file.
5. A physician’s statement is required when a single period of sick leave exceeds three (3) days.
6. Although the purpose of sick leave is generally to provide a person currently employed with time for self-care, there may be occasions when an employee will be permitted to take limited amounts of sick leave to care for other family members. See Policy & Procedure #5.15 (Family Medical Leave).
7. There is no provision for converting sick leave to cash or vacation leave at the time of termination of employment.

**RESPONSIBILITY:** The Pastor and the Personnel Committee are responsible for the implementation of this Policy.