

Sick Time Disciplinary Policy

All Township employees, except temporary employees, are entitled to sick leave. Sick leave must be earned before it can be used. Sick leave with pay may only be used when you are unable to perform your work because of personal illness, accident, exposure to contagious disease, to care for a member of your immediate family who is seriously ill or for death of an immediate family member for a reasonable time. Management can require a doctor's note at their discretion.

The Township does have a policy to ensure maximum attendance and productivity from our employees and to curb sick time abuse. If during any twelve (12) month period you are out 6 **(six) or more occurrences or four (4) patterned occurrences**, this may result in a disciplinary action.

Occurrences: any absence for a partial, single day or continuous days that are charged to sick leave will be counted as an occurrence.

Example:

- One (1) day absent is an occurrence.
- Three (3) consecutive days absent, count as one (1) occurrence.
- Two (2) consecutive days absent followed by one (1) day working and another one (1) day absent is counted as two (2) occurrences.

Patterned occurrence: any absence charged to sick leave that is continuous to a holiday, vacation day, personal day or other paid or unpaid leave, exclusive of sick leave, will be counted as a patterned occurrence.

Example:

- One (1) day absent following a vacation is counted as a patterned occurrence.
- Two (2) days absent that precedes a holiday will be counted as a patterned occurrence.

In addition, any two or more absences that are charged to sick leave that when viewed together can be constructed to establish a pattern of absenteeism.

Examples:

- Absent on every other Friday during July would be considered two (2) patterned occurrences.
- Absent on the first Wednesday of every month for three (3) months would be considered three (3) patterned occurrences.

Note: A patterned occurrence also will be counted against the total of six (6) occurrences.

Procedure of discipline:

- 1st is a verbal warning
- 2nd time will be a written discipline
- 3rd time will result in a minor discipline (1 day suspension)
- 4th time will result in a minor discipline action (3-5 day suspension)
- 5th time will result in major discipline (5+ day suspension)
- 6th time will result in termination

How the policy works: from your first level of discipline (EXAMPLE ONLY BELOW)

- Employee is on sick leave warning for six (6) occurrences. Employee is subject to discipline by verbal warning. (1st level of discipline)
- To receive a second discipline, any employee who is on sick leave warning **and an additional occurrence takes place.** Employee is subject to written warning (2nd level of discipline).
- To receive a third level of discipline any employee who is on sick leave warning, and an **additional occurrence takes place.** Employee is subjected to the next level of discipline (3rd level of discipline).
- Every six (6) months, or less at the Township's discretion, each employee's attendance records will be reviewed by their management team to determine whether that individual is in violation of the above policy. Upon a determination that an employee is in violation of the attendance policy, said employee shall be disciplined.

If all of your sick days have been used, you may request a leave of absence without pay, which will only be granted at the discretion of the Township through the Administration. If you have used up all of your sick days and are not approved for a leave of absence, you will immediately be suspended without pay and may be subject to termination.