

## **Sick Leave**

All full-time and part-time employees are eligible for sick leave. Sick leave is accrued, up to 90 working days, at the rate of one day per month for all full-time employees. Part-time employees accrue sick leave in proportion to the amount of time per month they work. Sick leave may be charged only to the extent of accumulated credits and may be used only for personal illness, extended medical or dental care, or an illness in the family where the presence of the employee is required.

As much as possible, an employee should schedule appointments outside regular working hours. If not possible, time off for medical and dental appointments (i.e. physicals, annual exams, dental cleaning, etc.) is permitted with the Supervisor's approval. Compensation for this time off may result in a charge to accrued sick leave or be unpaid time off. The employee is expected to schedule appointments appropriate to the program work load, such as near starting time, during lunch break period, or towards the end of the day. The parish also asks that employees plan appointments on the days of the month when program participants would be least affected.

Employees taking more than three (3) consecutive days of sick leave, or who are chronically ill, or who seem to abuse the privilege of sick leave, may be requested to bring a certificate from their doctor explaining the reason for their absence.