



**6.6. Salaried Employees Sick Leave.**

- 6.6.1.** The accrual rate for exempt employees is 8 hours of sick leave per month. Unused paid sick leave of 92 hours or less will be carried over to the following year.
- 6.6.2.** The accrual rate for non-exempt, part-time, and hourly employees is 1 hour of sick leave for every 40 hours worked. Unused paid sick leave of 40 hours or less will be carried over to the following year.
- 6.6.3.** Accrual amounts are pro-rated and reported to the employee every pay period to reflect the actual time worked.
- 6.6.4.** Employees may use accrued paid sick leave regardless of their status as a conditional/temporary employee or regular employee.
- 6.6.5.** Employees reporting an absence due to illness or injury must phone the shift supervisor in keeping with the Section 2.4. Attendance. Employees are then responsible for sending their supervisor a follow-up email that includes the exact dates of absence that may be charged toward their accrued sick leave.
- 6.6.6.** When an employee uses sick leave for three or more days in a row, a doctor's certification may be requested.
- 6.6.7.** Sick leave may not be combined with vacation leave to extend that vacation leave.
- 6.6.8.** Unused sick leave will not be paid out to an employee upon separation.