



Newtown Township Policy

Title: SICK TIME ACCRUAL AND USE

| | | |
|---------------------------------------|--|-------------------------------------|
| Policy: 2016-03 | Replaces: NEW | Issue Date: 01/25/2016 |
| Section: ADMINISTRATIVE | Distribution: BOS, PUBLIC, STAFF | Effective Date: 1/01/2016 |
| Chapter: HUMAN RESOURCES | Issued By: Board of Supervisor | Review Date: 1/2017 |

Purpose:

This policy states the Townships intent to compensate eligible employees for sick time and to establish procedures and guidelines for all non-uniformed full-time employees of Newtown Township.

Definitions:

Probationary Period – All new full-time employees must complete a ninety day probationary period starting on their first day of work and continuing for ninety calendar days.

Full-time – An employee is full-time if he/she are regularly scheduled to work more than 32 hours in the defined payroll week.

Policy:

Newtown Board of Supervisors believe that all full-time employees are entitled to sick-time pay to provide income for an employee's short-time absence of non-work relate illness or injury once they have completed the eligibility requirements of successfully completing the probationary period.

Procedures:

Every employee has the responsibility to report the duration of a sick-time request to her/his immediate supervisor or Human Resources Administrator.

Full-time employees who have completed ninety (90) days of continuous service are eligible to receive paid sick time.

Sick-time may be used for conditions related to the employee's non-work related injury or illness.

A doctor's certificate is required to return to work after three (3) consecutive days of absence due to illness or injury. A doctor's release is required for any duration of an illness/surgery or injury that may affect one's ability to complete job description task. At the discretion of the Department Head and /or Township Manager a doctor's certificate may be required to return to work if the employee has an absence immediately before or after a paid holiday or a weekend.

All full-time employees are entitled to accrue sick time as follows 4.6154 hours per pay period (120 hours per year). Employees may accumulate up to one hundred (800) hours of sick leave

Employees who exhaust their sick leave may continue their necessary absence at the Township's discretion by using personal leave days (vacation, holiday, etc.). Employees may then request an unpaid leave of absence. At the discretion of the Township and the insurance carrier an employee may be put on short-term or long-term disability.

Sick-Time Buy-Back

If during the preceding calendar year an employee has used less than forty (40) hours of sick time, the employee may request one-half (1/2) of personal leave or one-half (1/2) hours of pay for each hour of unused sick time accumulated from the previous year. An employee must have accumulated and still have available after the buy back at least three hundred sixty (360) hours of sick time to be eligible for compensation of unused sick time benefit (personal time or pay)

An employee who has used twenty four (24) hours of sick in a calendar year is eligible to receive forty-eight (48) hours of personal leave or pay in the following year, or may use the 96 hours toward an accumulation of up to eight hundred (800) hours.

Sick day used to receive pay or personal leave may not be accumulated toward additional sick time.

Severance Pay

Unused sick time may be paid as severance for up to eight hundred (800) hours accumulated sick time upon termination of employment at the employee's current rate of pay at the time of termination.

No severance payment will be made to an employee who has not completed three (3) years of full-time employment. After three years of employment, the employee shall be paid a severance benefit for unused sick time up to the maximum of eight hundred (800) hours.

Employees discharged for cause shall not receive any compensation for unused sick leave.

Responsibilities:

Employees – Report sick-time request in a timely manner and to complete required forms to get approvals and be turned in to payroll.

Human Resources Administrator – Make sure all time off request have adequate hours and work with employee and supervisors when balances are not adequate.

Supervisors and Department Heads – Track sick time and report on time sheets for each pay period.