

<b>Policies &amp; Procedures</b>		<b>Current Effective Date</b>	<u>4/1/20</u>
		<b>Last Review Date</b>	<u>3/1/20</u>
<b>Title:</b>	Sick Leave (HRM.770)	<b>Supersedes:</b>  N/A	
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<b>Owner:</b>	Chief Human Resources Officer		

## Scope:

Renown Health and its affiliated entities, including Renown Regional Medical Center, Renown South Meadows Medical Center, and Rehabilitation Hospital, adopt the following policy and procedure.

## Policy Statement:

Sick leave is a contingent benefit and is only available in the event of personal or immediate family illness or injury.

## Definitions:

1. Cosmetic: Not medically necessary or for the purpose of improving or enhancing appearance.
2. FTE: Full time equivalent status; such as, 1.0 = 40 hours per week, .90 = 36 hours per week, etc.
3. Immediate family member: Spouse, dependent child or parent. A dependent child is under the age of 18 or unable to support him/herself due to disability.
4. Nonproductive time: Time not worked, but eligible for compensation. Examples include jury duty, standby, annual leave, military leave, bereavement leave and sick leave.

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5. Productive time: Hours worked.
6. Straight time: Hours paid at base pay rate; not overtime eligible.

## **Procedure:**

### 1. Amount

- a. Full- and part-time employees are eligible to use sick leave if available.
- b. The amount of available sick leave is determined based on straight-time hours paid, not to exceed 80 hours in a pay period beginning with the first pay period after date of hire. For example, if an employee works 60 straight-time hours in a pay period, the schedule described below would be reduced by the pro-rated amount of 60 hours divided by 80 hours (60/80), which is .75 or 75 percent.
- c. The amount of available sick leave is calculated at a rate of 3.08 hours (equal to 3 hours and 5 minutes) per 80 straight-time hours worked in a pay period.
- d. The maximum amount of available sick leave is 480 hours.

### 2. Method of Payment

- a. Sick leave is compensated at the employee's base wage, which excludes all other pay such as shift differential, overtime, standby or other premium pay. Sick leave is not counted as hours worked for the purpose of computing overtime compensation.

### 3. Use

- a. Availability - Sick leave is calculated at the close of a pay period and available for use in the following pay period.
- b. Sick leave may not be used on regularly scheduled days off.
- c. Employees may not receive pay for sick leave that would result in total productive and nonproductive hours that would exceed the employee's Full Time Equivalent (FTE) value in any pay period. Overtime rules

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apply. See the Overtime Compensation Policy.

- i. For example, a full time (1.0 FTE) employee who routinely works 80 hours per pay period may not receive pay for greater than 80 hours in combined productive and nonproductive time, nor may a half-time employee (.5 FTE) who routinely works 40 hours per pay period receive pay for greater than 40 hours in combined productive and nonproductive time. Overtime rules apply.
- d. Personal illness or injury – Sick leave may be used for time off due to personal illness or injury. Sick leave may not be used for time off for elective cosmetic treatments or the recovery from such treatments.
- e. Doctor/dental appointments or procedures – Sick leave may be used for doctor/dental appointments or procedures when scheduled in advance. However, employees are encouraged to schedule such appointments outside of working hours.
- f. Family Illness – Sick hours may be used when an employee must remain at home to care for a sick or injured immediate family member.
- g. Sick Leave must be used if the employee has hours available.
  - i. Annual leave may be used if an employee exhausts all sick leave available, and the leave is pre-approved by the employee's leader.
- h. Notice – To receive sick leave pay, the employee must appropriately notify the person to whom he/she reports (or their designee), or the Resource Management Center if the employee works in an area utilizing this service. See the [Attendance and Punctuality Policy](#) for proper notification requirements.
- i. Verification – A verification of the illness from the doctor who examined and/or treated the employee or immediate family member during the illness may be required upon return to work for absences in all episodes of three or more days or as required by the person to whom the employee reports or that person's designee. Failure to comply with such requirement will result in loss of pay for the absence and may result in corrective action up to and including termination.
- j. Daily Notice Required – It is the employee's responsibility to keep the person to whom he/she reports apprised of his/her condition on a daily basis. See Advance- Notice Guidelines in the Attendance and Punctuality

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Policy for more details.

- k. Claiming Sick Leave Pay Under False Pretenses – Any employee who claims sick leave pay under false pretenses and/or any leader who approves sick leave with knowledge that the absence was not for personal or immediate family illness or injury, shall be subject to corrective action up to and including termination.
- l. Health Clearance Prior To Return To Work – When the nature of the employee's illness is of special concern as it relates to a hospital environment, or when the employee has been on a leave of absence due to an on-the-job or other illness or injury, a release from the employee's physician to return to work will be required.

4. Sick leave Cash Out Upon Termination

- a. Employees hired prior to 8/1/2009 who retire or otherwise terminate employment (other than for cause) after 10 or more years of continuous service in a benefited (full- or part-time) position, will be paid for 50 percent of all accumulated sick leave upon termination.
- b. Employees hired on or after 8/1/2009 are not eligible for sick leave cash out upon termination.

5. Right to Amend

- a. Renown Health reserves the right to amend this policy at any time for any reason and without advance notice.

**References/Regulations:**