



Parish Sick Leave Policy for Lay Employees

The Sick Leave Policy is designed to provide position and salary continuation in the event of illness or injury. This draft represents a minimum standard; churches may offer more time than provided in this document. It should be noted that any policies currently in place which provide for more than indicated herein, must continue to meet their current policy.

ELIGIBILITY

Full-time and Regular Part-time Parish lay employees

ACCRUAL

Sick leave is accrued based on an employee's regularly scheduled hours of work. A full-time member accrues sick leave at the rate of one quarter (.25) day per completed month of service up to three (3) days per calendar year. A regular, part-time employee accrues sick leave on a pro-rata basis. The maximum sick leave accumulation is six (6) work days.

USAGE

Accrued sick time is measured in half day increments and may be used for the following reasons:

- Medical diagnosis, care, treatment, or preventive medical care of the staff member's own physical or mental illness, injury, or health condition
- Medical diagnosis, care, treatment, or preventive medical care of a family member's physical or mental illness, injury, or health condition to a limit of two (2) days per year

Earned but unused sick leave credits are not paid out at end of employment.

NOTIFICATION

An employee must notify their warden as soon as they know that they will be unable to work, but no later than the starting time of the work day.

In the case of medical appointments where work time will be missed, requests for lieu or sick time usage must be submitted and pre-approved.

TRACKING

Tracking of accrual and utilization of sick time should be documented and filed by the church wardens in the employee file.