

	Title: Employee Handbook	Page: 1 of 1
	Section: 2.2.0 Payroll	Date: January 31, 2017
	Policy: 2.2.7 Sick Time	Replaces: May 9, 2014

- 2.2.7.1 Employees are to advise the Company as far in advance as possible of the need for a sick day.
- 2.2.7.2 Employees require a note from their doctor if they are sick for more than 2 days.
- 2.2.7.3 Employees that are sick for more than 6 work days in a year may require a note from their doctor for any subsequent sick days.
- 2.2.7.4 If supervisor suspect the employee has been exposed to a communicable disease, such as shingles, TB or pink eye. The Supervisor has the authority to require the employee to take sick days and to obtain a doctor release.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 1/31/17
Reviewed by Compliance Officer and approved 1/25/17
All previous versions are obsolete