


Category:	Compensation and Benefits	INCA Community Services Personnel Policy 
Sub Category:	Leave Policies	
Effective Date:	1982	
Revised Date:	2021	
Forms:		
Responsible: Employee, Supervisors		
Sick Leave Benefit		
Purpose/Introduction		
<p>Sick leave is a benefit extended to employees of INCA Community Services. Leave represents money for both the agency and the employee and must be stringently controlled. In order to maintain a high state of morale, employees must be authorized leave throughout the year, dependent upon mission requirements and funding.</p>		
Sick Leave		
<p>Sick leave is a period in which the employee is incapacitated for the performance of his/her duties by sickness or injury or for medical, surgical, dental, or optical examination or treatment, or where, by reason of his/her exposure to a contagious disease, the employee's presence at his/her post of duty would jeopardize the health of others.</p>		
Eligible Employees		
<p>Regular Full-Time and Regular Part-Time Employees are eligible for leave benefits. An exception will be when program funds are not available for the position held. In these situations the benefit package given will be clearly outlined in job description and terms of employment.</p>		
Sick Leave Accrual		
<ul style="list-style-type: none">• Sick Leave will begin accruing upon hire date.• Accrued by regular full time employees at the rate of 10 hours per month (5 per pay period) or maximum of 120 hours per year for employees with continuous service.• Regular part-time employees shall accrue sick leave pro-rated in accordance with the percentage of time they are appointed to work.• Sick leave will also be prorated based on the number of hours worked per day or on the period of the actual work year.• Sick leave earned during pay period shall be prorated in accordance with the days an employee is on the payroll.• Sick leave shall not accrue during leave of absence without pay or suspension.• Mandatory summer breaks required for Head Start employees will be construed as a break in service.		
Sick Leave Usage		
<ul style="list-style-type: none">• Sick leave is to be used for personal illness only.		

- Sick leave shall not be used for annual leave.
- Sick leave may not be taken in advance of that time accrued.
- Sick leave shall be taken on a workday basis. Holidays falling within a period of sick leave shall not be counted as work days.
- Sick leave for doctor appointments shall be used at such times when it will least interfere with the efficient operation of the agency.
- Authorized absences of less than an hour, but 30 minutes or more will be counted as one hour of annual leave.
- Introductory Employees must work 90 days before sick leave may be used.
- In case of absence due to injury for which time is lost and Oklahoma State Workers' Compensation benefits are received, sick leave may be utilized.
- Sick leave will not be paid for absences during the last pay period before an employee leaves their employment voluntarily.

Sick Leave Requests

- Employees requiring absences due to illness will call, email or text their supervisor and/ or a representative designated by their supervisor no later than fifteen (15) minutes after their designated start time on the business day.
- Head Start classroom staff must call, email or text their supervisor and/or a representative designated by their supervisor no later than thirty (30) minutes prior to their work shift to assure that staff ratio is met.
- Failure to notify your supervisor and/or a representative designated by their supervisor will be carried as "absent without leave" and receives no pay for the day or days absent.
- Unless incapacitated, the employee will personally report the illness. The supervisor will not accept a report of absence from a family member or friend unless employee is incapacitated.
- The Program Director may require an employee to take sick leave whenever, in his/her administrative judgment, such action would be in the best interest of the Agency.

Documentation Required

- Absences of more than two (2) consecutive work days must be supported by a statement from a doctor before the employee returns. Example: If an employee returns after being off ill for three days they need a doctor's statement.
- Employees who are on annual leave and become sick must have a doctor's note to use sick leave in lieu of annual leave for the period of time.
- Employees who have been denied annual leave and call in sick for the denied period will be required to bring a doctor's statement.
- Supervisors who believe that certain employees are abusing the sick leave policy may require a supporting doctor's statement for any period of absence chargeable to sick leave.
- Supervisors are authorized to verify statements with the applicable doctor and may deny sick leave when supportive facts show that an employee is abusing sick leave privileges.
- If an employee fails to turn in proper documentation time will be charged to annual leave. If annual leave is not available it will be leave without pay.

Sick Leave Accumulation

- Sick leave shall be accumulated within the program year.
- The maximum sick leave balance will be 500 hours.
- No more than 500 hours may be accumulated by a regular full-time employee. Once an employee has reached the maximum of 500 hours no more sick hours can be

accumulated. If sick leave is used and the accumulated amount drops below 500, employees will again start accumulating up to 500 hours.

- Regular Part-time employees may accumulate and maintain a prorated number of hours based upon the number of hours employed.

Definitions

Continuous service - total service in a permanent or introductory status with no break in employment status.

PYE – Program Year End

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.