

DIOCESE OF ALLENTOWN

Sick Leave

A parish, school, or agency may establish a written policy regarding Sick Leave that is different than what is stated in the following paragraphs. However, in the absence of such a local policy, the following applies to all employees except teachers.

Full-time Employees

The Diocese provides regular, full-time employees with paid sick leave. Employees become eligible for sick days after completing 90 days of full-time employment. We ask when you are sick that you stay home to take care of yourself so you may return to work sooner and not risk getting other employees sick.

If an employee is unable to work due to illness, the employee must notify their immediate supervisor as soon as possible and certainly before the employee is to report to work. An employee requesting sick leave may be required to present medical documentation. Sick leave may be taken if an employee needs time off for medical appointments. Sick leave may also be used to provide care for a child or spouse who is ill and to take a child or spouse to a medical appointment, when necessary. Medical appointments should be scheduled, to the extent possible, so they cause the least amount of disruption to the employee's regular work schedule. In most cases, medical appointments should not require a full day absence. If you do not report for work and do not notify your supervisor of your absence for two consecutive days, you will be deemed to have abandoned your job and will be terminated.

If an employee misses (3) three or more consecutive days because of illness or other health related condition, the employee must provide the Office of Human Resources with documentation from their treating physician stating the nature of their illness, diagnosis, prognosis and the employee's ability to return to work. Supervisors should notify the Office of Human Resources whenever an employee is out of work three or more consecutive days due to illness or other health-related condition. Employees who fail to notify their supervisor of their inability to report to work will be subject to disciplinary action up to, and including, termination of employment.

An Absence Form (Appendix D) must be completed and submitted to your immediate supervisor. Or it may be entered into the payroll system by the employee or supervisor if the employee's location utilizes that service.

Part-time Employees

Regular, part-time employees are eligible for paid sick leave after two complete years of service with the Diocese. Sick leave will be accrued at twelve (12) hours per calendar year, pro-rated in the year the employee becomes eligible. Sick leave may be accumulated to a maximum of one hundred (100) hours. Sick leave shall be paid at the employee's hourly rate not to exceed the number of hours regularly scheduled. Paid sick hours are not included in hours worked for overtime calculations. Sick leave in excess of one hundred (100) hours shall be forfeited and the employee shall not be entitled to pay for the lost sick hours. Employees will forfeit and not be entitled to pay for accrued but unused sick leave at the time of termination, retirement, or resignation. An employee requesting sick leave may be required to present medical documentation. If a part-time employee has no accrued sick time, time off for illness and medical appointments will be unpaid.

APPENDIX D

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ABSENCE REPORT

Employee Name: _____

Address: _____

Person Who
Reported Absence: _____

How was Absence
Reported: ☐ Phone ☐ In Person ☐ E-mail ☐ Other

List Dates of Absences:

Number of Hours Absent:

Type of Absence:

☐ Accident

☐ Sickness - Self

☐ Death in Family

☐ Sickness - Family Member

☐ Jury Duty

☐ Unexcused Absence

☐ Leave of Absence

☐ Excused Absence

☐ FMLA

☐ FMLA - Intermittent

Reason/Comments: _____

Is Absence to Be Paid: ☐ Yes ☐ No

Signature of Supervisor: _____

Department: _____

Date: _____

AFTER SUPERVISOR'S APPROVAL
RETURN TO YOUR LOCATIONS SCHOOL/PARISH/HUMAN RESOURCES OFFICE