
Section 1. Sick Day Policy

March 26, 1988

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- a. All permanent and full-time employees hired before July 1, 1987, will receive 15 sick days at the beginning of each fiscal year, three of which may be used as personal days. Personal days are defined as days off which have been approved ahead of time (except in emergencies) by the employee's supervisor. Permanent and full-time employees hired on July 1, 1987, or after will accumulate 1 ¼ sick days per month within each fiscal year, three of which may be used as personal days (15 days per year). Sick days not taken as sick leave within a fiscal year may be accumulated from year to year up to a maximum of 90 days. (Personal days not taken within each fiscal year will accumulate as sick days.)
- b. A doctor's note is required after three consecutive workdays of sick leave in order for the employee to receive sick pay and to be allowed to return to work.
- c. In order to receive sick pay, the employee must notify his/her supervisor by the start of the workday if the employee is sick.
- d. When the employee's employment is terminated by him/her or by the Town, he/she is not entitled to be paid for unused sick days.