

HENDERSON-NINA WATER SYSTEM
SICK LEAVE POLICY

All full-time employees are provided with 12 days of paid sick leave annually. For the purpose of this sick leave policy, an employee will be considered full-time if their regular work schedule requires that they work at least 35 hours per week.

New full-time employees will be given 1 day of paid sick leave for each month worked during their first year of hire.

An employee unable to report to work because of illness must notify the System Manager as soon as possible. If the absence is an extended one, the manager must be kept informed regularly. In the case of the System Manager being ill or injured, he or she should notify the President of the Water System.

In the interest of individual health and safety employees must have a medical excuse prior to returning to work after:

- (1) Having illness of three days or over
- (2) Suffering injuries on or off the job regardless of the amount of time off.

In cases of injury or illness of a serious nature, a written statement of release from employee's physician will be required. Such releases, as well as any other job related communication from an employee's physician must be forwarded to the System Manager. In the case of the System Manager being ill or injured, he or she should forward all information to the President of the Water system.

Sick leave cannot be carried over into the next year and should not be used as vacation days. Employees will not be compensated for sick leave not taken.

The office clerk will be responsible for maintaining accurate records of sick leave taken by each employee.

Sign & date below once the above policy is read and understood.

Sign _____ Date _____

***Approved by the Board of Directors July 1, 1996
***Revised and Approved by Board of Directors October 8, 2001