

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 2.41
Subject Medical and Extended Sick Leave
Effective Date 04/11/00
Revised 11/19/08, 01/16/13
Committee Personnel

Personnel Administration

- I. In accordance with the Family and Medical Leave Act of 1993, staff members, in agreement with the employer, will be entitled to leave during any 12-month period because of a serious health condition that makes the staff member unable to perform the functions of his/her position.
 - A. All Groups. A physician's note is required for sick leave exceeding five (5) consecutive work days.
 - B. Group A. Salary will be paid for the first three months and then disability insurance will cover, as per present policies.
 - C. Groups B, C, and D. Ten (10) sick days will be given each year at full salary. The staff members may accrue up to sixty (60) workdays with full pay.
 - D. Group E. Five (5) sick days, with full pay, will be given to staff members each year. The staff members may accrue up to fifteen (15) workdays with full pay.
- II. In order for extended sick leave to be considered, a physician's written statement as to the staff member's limitation to perform required work must accompany the staff member's written request, which may be submitted to Council with recommendation from the Personnel Committee.
- III. Earned sick leave must be used before the Congregation Council can grant a leave.
- IV. While on an Extended Sick Leave the staff member will not be paid, nor accrue any sick, vacation, or holiday leave.
- V. The staff member will pay the entire cost of health insurance after the initial ninety days.
- VI. If necessary, the staff member may apply again for an Extended Sick Leave by following the above procedure.
- VII. In order for the staff member to resume his/her position, a letter of confirmation accompanied by a physician's certificate of health must be submitted to the Congregation Council, with recommendation from the Personnel Committee, two weeks prior to expiration of the Extended Sick Leave.
- VIII. Medical and Sick Leave may be used in increments as small as one (1) hour. Any time beyond a full hour will be rounded up to the next full hour; i.e. you take time off for a doctor's appointment for you or an immediate family member and are gone for an hour and a half. You will be charged with two hours of Medical Leave time.