




Current Status: <i>Active</i>		PolicyStat ID: 7762252
 Pender Memorial Hospital an affiliate of New Hanover Regional Medical Center	Origination:	03/2019
	Effective:	03/2020
	Last Reviewed:	03/2020
	Last Revised:	03/2019
	Next Review:	03/2021
	Owner:	<i>Ann Taber: HR Employee Relations Partner</i>
	Document Area:	<i>Human Resources, Pender</i>
References:		
Applicability:	<i>Pender Memorial Hospital</i>	

PMH Sick Leave Accrual Policy

POLICY

To define the guidelines by which qualifying employees are entitled to paid sick leave benefits.

II. PROCEDURE

- Eligibility:** All full-time employees those whose FTE status is at least 0.8 begin accruing Sick Leave benefits as of their date of employment. However, employees are not eligible to use Sick Leave benefits until the pay period following the completion of their 90-day introductory period of employment. Exempt employees may use Sick Leave benefits immediately upon accrual. Temporary employees are excluded from this policy.
- Accrual Method:** Sick leave hours will accrue each pay period based on the employee's FTE in accordance with the following schedule.

FTE	Bi-Weekly Accrual	Annualized Hours
1.0	0.0880	0.00
0.93	0.0880	0.00
0.82	0.4664	0.00
- Sick Leave Usage:**

Non-Exempt Staff
 Non-Exempt Staff must use Sick Leave for any absence due to illness or non-work related injury, provided the hours are available in their Sick Leave benefit bank.

Exempt Staff
 In accordance with the Fair Labor Standards Act, exempt employees are only required to use Sick Leave when whole days are taken off from work. Exempt staff do not use sick time for partial days absence for illness or non-work related injury.

With department manager approval, paid sick leave hours may be applied against full or partial work shifts. Inability to complete a regular work shift due to illness or non-work related injury will serve as the basis for determining payment of wages for all non-productive hours within the work shift. Non-productive work hours will be charged against accumulated sick leave unless otherwise indicated. Sick leave does not accrue during an approved unpaid leave of absence.
- Termination:** Accumulated sick leave hours are not payable upon termination of employment.
- Call-in Procedure:** In order to qualify for paid sick leave benefits, employees must adhere to the established call-in procedure for their respective department. Regardless of whether or not the call-in is

for personal health/injury or that of a qualifying family member, paid time will not be granted without adherence to the call-in procedure.

6. **Leave of Absence:** An employee who is absent for birth, adoption or foster care placement of a child or due to an illness for more than three (3) consecutive workdays is required to apply for a family and medical leave under the Leave of Absence policy. Employees are required to first use available Sick Time for approved FMLA for themselves and then accrued, unused PDO when they go on an authorized medical leave.
7. **Change in FTE Status:** Fulltime employees who reduce their hours to part-time (less than 32 hours per week at < 0.80 FTE) will forfeit all accumulated sick time as of the effective date of the change.

ONCE PRINTED THIS DOCUMENT IS CONSIDERED UNCONTROLLED

All revision dates:

03/2019

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Ruth Glaser: CEO-Pender	03/2020

Applicability

Pender Memorial Hospital