

9. Sick Leave:

- a. Employees on the Excessive Use of Sick Leave list shall earn sick leave at half the regular rate until they have been removed from the list.
- b. Effective January 1, 2022, employees shall be placed on the Excessive Use of Sick Leave list after using five (5) uncertified days or the equivalent of 37.5 hours in full or partial day increments in any twelve (12) month period. Employees will receive notification after three (3) uncertified days or the equivalent of 22.5 hours.
- c. Employees who are on the Excessive Use of Sick Leave list and use uncertified leave shall be precluded from working voluntary overtime for a period of thirty (30) days following their return to work.
- d. Pattern absences that include certified or uncertified absences may be subject to discipline. Examples of pattern absences include, but are not limited to: four certified or uncertified unscheduled call outs before and after days off within a six month period; or four certified or uncertified unscheduled call offs on the weekend within a six month period.
- e. All employees shall be required to call out one hour before the start of their shift.