

Baltimore Research and Education Foundation, Inc.	Sick Leave Payments Policy	No.		23
		Effective Date		6/17/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will handle sick leave.

2.0 Scope

This policy applies to BREF employees who earn sick leave.

3.0 Policy

3.1 BREF employees who work: 70-80 hours per pay period earn 4 hours of sick leave; 56-69 hours per pay period earn 3 hours of sick leave; and 40-55 hours per pay period earn 2 hours of sick leave.

3.2 An employee may use accumulated sick leave for his/her illness or a scheduled doctor visit or that of a dependent family member. A dependent family member includes spouse, child or parent, but not a parent-in-law.

3.3 Employees must obtain their supervisor's approval prior to taking planned sick leave (i.e. a doctor's appointment). In the case of unplanned sick leave, the employee must phone their supervisor prior to the start of their workday.

3.4 Employees may carry forward all unused sick leave hours accumulated into the next calendar year. Upon termination, employees are not paid for their accumulated sick leave. Since BREF does not offer short-term disability insurance, employees who accumulate their sick leave are in a positive position should their health necessitate a period away from work due to illness.

3.5 Under exceptional circumstances, if an employee has an urgent medical need to be absent but does not have accumulated sick or annual leave, the employee's supervisor with the approval of BREF Executive Director may, in advance, approve a short leave without pay. Employees may not be on leave without pay when appropriate leave is available. Employees may use sick or annual leave when out for medical reasons. Sick leave, however, is not to be used for vacation situations.

3.6 Any employee who has missed more than three consecutive days due to illness needs to provide BREF with a physician's certificate upon their return that indicates their fitness to return to work.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
05/11/2009	A	Heather Riley	Put policy into approved format.
01/26/2011		Shirley Rutledge	No revisions. Policy approved at the BREF Board meeting held 1/26/2011