

**SAINT JOSEPH'S MEDICAL CENTER  
YONKERS, NEW YORK**

**HOSPITAL POLICY**

SUBJECT	SICK LEAVE	
<b>POLICY:</b>	Permanent eligible non-union employees of Saint Joseph's Medical Center are entitled to be paid for their time away from work because of personal illness to the extent of their accrued sick leave entitlement.	
<b>PROCEDURE:</b>	<ul style="list-style-type: none"> <li>• Sick time begins to accrue for those eligible employees, from the date of hire but cannot be taken or paid until the completion of 6 months of continuous service.</li> <li>• <u>Full-Time Employees</u>: Accrue sick time at a rate of twelve (12) days per year credited to their entitlement each month of continuous employment to a maximum of 60 days.</li> <li>• <u>Part-Time Employees</u>: Part time employees must work at least fifty-six (56) hours bi-weekly to be eligible for paid sick leave. The proportion of a sick day credited per month for part-time employees is equal to the percentage of the part-time employee's hours biweekly in relation to a full-time employee in the same job classification up to five (5) years accrued entitlement.</li> </ul> <p>Example: An employee regularly scheduled to work fifty-six (56) hours in a bi-weekly pay period in a job classification that full time employees normally work seventy (70) hours, would be entitled to 56/70 of a sick day or .8 of a sick day per month of continuous employment.</p> <ul style="list-style-type: none"> <li>• In order to be eligible for paid sick leave, an employee who is unable to report to work due to illness or injury and is eligible for sick time, must inform his/her Supervisor, Department Head or the responsible authorized individual on duty in his/her department at least 1 hour prior to the start of the shift, or follow the sick call-in policy of their department, if different from the one (1) hour rule.</li> <li>• If an employee works in a department where the hours of operation start at the beginning of his/her shift, the employee should call in one (1) hour prior to the beginning of the shift and leave a message on their department voice mail, indicating name, time of call and reason for call. The employee should continue to call their department each day unless otherwise directed by their Supervisor or Department Head.</li> <li>• Failure to follow the call-in policy will result in the employee not receiving sick pay for that day and may lead to progressive disciplinary action, up to and including termination.</li> <li>• Employees who leave their job, due to illness or injury, will be charged sick time for the remaining hours of their shift according to their employment status.</li> </ul>	
DISTRIBUTION: All Employees	Effective Date: 10/14/2014 Reviewed: 3/18/15; Revised: 5/29/2018	Pages: 1 of 2
Vice President, Human Resources  <i>Dean Ciritello</i>	<input checked="" type="checkbox"/> SUPERSEDES <input type="checkbox"/> REFERENCES <input type="checkbox"/> SUPPLEMENTS 005-571	

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<b>PROCEDURE: (CONTINUED)</b>	<ul style="list-style-type: none"> <li>• If additional sick time is needed, the employee may use accrued and unused vacation time or personal time <u>only if they have used all of their accumulated sick time</u> and are in need of additional time.</li> <li>• Employees on sick leave in excess of five (5) days are required to bring a note from their Physician before being cleared to return to work. The note must be given to their department head for review prior to being scheduled to work. A copy must be given to the Employee Health Office as well. If the physician note indicates any restrictions then the department head must confer with Employee Health prior to allowing the employee to return to work.</li> <li>• The Vice President of Human Resources or the employee's Department Head reserves the right, at their discretion, to require proof of illness and to have the employee's health status reassessed by the Employee Health Nurse.</li> </ul> <p>Each year an employee may use up to two days of his/her accrued sick time when necessary, for the care of a sick child.*</p> <p style="padding-left: 40px;">❖ <u>Defining child:</u> Employee with dependent child, foster child or who the employee has legal care, who is living in the employee's household and the employee has overall parental guidance.</p> <p>Employees represented by unions are to provide sick leave notification as outlined in their collective bargaining agreement.</p>	
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