

Sick Leave

1.0 Policy

It is the policy of ULTRA TECH to provide employees with sick leave benefits to ensure salary continuance during short periods of illness or injury.

2.0 Scope

All full-time employees hired after January 1, 1996 are eligible to accrue sick leave.

3.0 Accrual Rate

Eligible employees accrue five (5) work days of sick leave per calendar year, which may be accrued up to a maximum of 80 hours. Sick leave has no cash value.

Sick leave may be used in the following situations:

Sick Leave
Personal illness or injury
Illness in family
Personal emergencies
Absence for doctor's appointments

4.0 Procedure

The employee must notify his/her manager as soon as possible when illness or injury is incurred.

The manager shall then ensure that sick leave usage is indicated on the employee timesheet.

Managers may require an employee to verify the use of sick leave based on the employee's past use of sick leave, length of employment, and the nature of the illness or injury.