

Name

Date

Sick Leave

Use the policy below to answer the questions that follow.

Sick leave is intended to assist employees who may become too sick to work. It is insurance against loss of income when an illness occurs. At Office Furniture Warehouse, full-time employees are provided five sick days per calendar year after the probationary period (first 90 days), and sick leave can only be accumulated in that calendar year. Sick leave is granted for the sickness of employees only.

To request sick leave, employees must call their immediate supervisor before their shift starts. If it is not possible for employees to speak with their supervisor, a message must be left on the supervisor's voice mail. After an employee's shift has started, permission needs to be granted from a supervisor to use a sick day. The employer reserves the right to require verification of illness if employees are gone for three or more consecutive days or if abuse of leave is suspected. Upon returning to work after an authorized absence, employees must complete the absence verification form on the day of their return.

1. You have been working for this employer for two months. Do you have any sick days to cover the day you had the flu and missed work?

2. Your child's school called you to come pick her up because she is sick. Can you use a sick day to cover this day of lost pay?

3. What do you need to fill out on the day you return to work after being sick?

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4. Your employer just informed you that you need a doctor's excuse for the four days of sick leave you took. What does the policy say that allows him to do this?

5. It is 6:25 a.m., and you are not feeling well. What should you do?

6. If you have been working for this employer for nine months and have never used a sick day, how many sick days have you accumulated?
