

## **SECTION: BENEFITS AND AMENITIES**

**POLICY NO: 1.5**

**SUBJECT: SICK LEAVE**

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### **PURPOSE**

To establish a policy and procedure for reimbursement when a personal illness or injury prevents a member of the house staff from performing his/her duties.

### **RESPONSIBILITY/REQUIREMENTS**

- A. All house staff members are eligible to receive two (2) paid sick days per quarter.
- B. Unused sick days may not be carried over to the next quarter.
- C. If a house officer is not able to report to work as scheduled, he/she must notify the Program Director by telephone as far in advance as possible. At the discretion of the Program Director, the house officer may be asked to provide a physician's note before paid sick leave is authorized. In the circumstance that the house officer is absent from work for three or more consecutive days, he/she must provide a physician's note and receive clearance from the Employee Health Services Department before returning to work.
- D. Any house staff member who calls in sick during a weather emergency will not be paid unless he/she produces an acceptable note from a physician at the start of the next scheduled shift.
- E. Sick leave should not be considered a benefit independent of illness or injury. It is the Program Director's responsibility to determine if the granting of sick leave is warranted. Sick pay is not automatic.

*Approved: 4/2004*

*Revised: 4/2007*

*Reviewed & Approved: 8/2010*