**KLAMATH FAMILY HEAD START**

**FISCAL PROCURMENT**

**POLICY AND PROCEDURE #: 307**

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**SUBJECT: PAID/ SICK LEAVE**

**POLICY:**

Klamath Family Head Start provides sick leave for employees scheduled for necessary or emergency reasons. Sick leave days and hours may be decreased if necessary to meet budget restrictions.

**PURPOSE:**

To protect the income of employees who are temporarily absent from work.

**PROCEDURE:**

**A. SICK LEAVE**

1. Sick leave may be used by employees for personal illness or who need to care formembers of their immediate family due to illness or injury. Immediate family is defined as wife, husband, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, grandparents, grandchildren, or partner living in the employee’s home.

2. Klamath Family Head Start may require a doctor’s release prior to return to work when an absence is longer than three (3) days.

3. Sick leave is paid in accordance with regularly scheduled workdays.

**B. ELIGIBILITY FOR SICK LEAVE**

 1. All Klamath Family Head Start employees are eligible to accrue sick leave.

 2. Employees do not accrue sick leave while on a leave without pay.

 3. Employees who have completed their first 90 days, excluding lay off periods, are eligible to use sick leave, which has accrued in the first 90 days.

**C. ACCRUAL OF SICK LEAVE**

1. Sick leave is accrued based on actual hours worked and will be awarded bi-weekly at 5 % of hours worked per pay period (Hourly Employees).
2. Sick leave will accrue at a fixed rate of 4 hours per pay period for salaried employees.
3. Sick leave in excess of 480 hours based on a 40 hour work week will not be accrued. Hours will be pro-rated based on regularly scheduled worked hours (i.e. 20 hours / work week = 240 hours).

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4. Unused sick leave will not be reimbursed to the employee upon termination from Klamath Family Head Start for any reason.

 5. Accrued sick leave is applied on the first working day of the month for the preceding month. Sick leave may not be paid in advance of accrual.

6. Sick leave may be used as accrued per pay period.

1. Sick leave **DOES NOT** accrue while using paid sick leave.
	1. **USE OF SICK LEAVE**

1.Hourly employees may use **sick** leave increments as small as .5 hour.

2. Salaried, Exempt employees may only use sick leave in full day increments.

3. Sick leave must be used when on approved FMLA/ OFLA

* 1. **COVID-19 PAID LEAVE**

Effective September 1st, 2022, Klamath Family Head Start will no longer pay COVID-19 leave, regardless of source of exposure. Any accrued sick leave will be used for time missed. In the event KFHS receives funding specifically for COVID-19 related absences and/or local number of positive cases reach pandemic levels this leave could be reinstated.

Revised: June 28, 2022

Approved by the Policy Council: January 26, 2022

Approved by the Grantee Board: January 27, 2022

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