

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 203**

SUBJECT: SICK LEAVE

POLICY:

1. **This policy applies only to non-union employees hired before January 1, 2019.**
2. Sick leave is granted as a privilege to employees who are legitimately ill and are unable to perform their normal duties; whose future health would be impaired if they continued working; or who might endanger the health of others. This sick leave is granted to minimize the loss of pay which would result from absence from work under the above conditions.
3. After six (6) months of continuous employment, the Cooperative will allow sick leave to regular employees without payroll deductions not to exceed fifteen (15) working days in any calendar year except the unused usual sick leave time shall be allowed to accumulate to a maximum not to exceed sixty-five (65) working days in any calendar year, providing an employee shall not be entitled to the fifteen (15) sick leave days in a calendar year when he had not performed work in the preceding calendar year.
4. After six (6) months of continuous employment, the Cooperative will allow loss of time without payroll deduction not to exceed three (3) working days in a calendar year for doctor's visits or hospitalization for any sickness in his/her immediate family, namely, wife, husband, son, daughter, mother, father, mother-in-law or father-in-law.
5. The Cooperative will allow loss of time without payroll deductions not to exceed three (3) working days when a death occurs in the immediate family, namely, wife, husband, son, daughter, mother, father, mother-in-law or father-in-law for the purposes of attending the funeral or making arrangements therefor. The Cooperative will allow loss of time without payroll deduction not to exceed three (3) working days when a death occurs to an employee's brother or sister while residing in the employee's household, and two (2) working days will be allowed without payroll deduction when a brother or sister lives elsewhere for the purposes of attending the funeral or making arrangements therefor.
6. After six (6) months of continuous employment, a regular employee who is disabled in the course of his employment and who is unable to return to his regular duties shall receive, beginning with the first full day of absence, the difference between the Illinois Workman's Compensation Act payments to which he is entitled under said Act and one hundred percent (100%) of his regular pay at his regular straight time hourly rate, for the first sixty-five (65) working days of his disability.
7. Sick leave may be granted for sufficient time off to act as a pallbearer at any friend's funeral, when employees are requested to do so, provided only such time as it is necessary to attend the funeral is taken off and in no case shall the time charged to sick -leave be more than one-half day for such purposes.
8. Should the Manager of the Cooperative and a committee of employees of the Cooperative selected by the Manager agree that an employee has abused the sick benefit clauses, said employee will be subject to discharge.

Adopted: 7/28/70
Revised: 7/01/81
Revised: 4/22/87
Revised: 12/18/2019

Attested: John E. Steele, Secretary
Attested: Paul Pyatt, Secretary