

SICK LEAVE POLICY

The intent of sick compensation is to provide a cushion of compensation for employees who are faced with an illness or injury to themselves or members of their family outlined in this policy.

Full time employees hired after December 1, 2015 shall accumulate sick leave at the rate of 8 hours per two month period worked. After two full years of employment employees will receive 6 days of sick leave at the beginning of the year. Effective January 1, 2016 current full time employees hired prior to December 1, 2015 will receive 6 days of sick leave at the beginning of the year. Employees may accrue up to 60 days of sick leave.

Use of sick leave is restricted to personal illness or injury of the employee or to care for an ill or injured spouse, child (including stepchild and foster child), parent (including stepparent) or family member residing in the household. Such leave shall also be allowed for medical appointments of those listed above. Sick leave may not be taken in less than one (1) hour increments. The Clerk/Treasurer or Town Board may, at their discretion, require a medical statement to verify the reason for and time frame of the sick leave absence. Any employee who is terminated for disciplinary reasons shall forfeit all accrued sick leave benefits.

When an employee retires or terminates (for non-disciplinary reasons) he/she shall receive a lump sum payment for all accrued and unused sick leave benefits on the first payroll following completion of the last pay period in which the employee worked. Current full time employees hired prior to September 1, 2013 shall receive a 50% payout for any remaining sick leave up to 320 hours or 40 days at their current rate of pay. Full time employees hired after September 1, 2013 shall be reimbursed for up to 40 days sick leave at the rate of \$50 per day.

Adopted by Town Board on October 8, 2015

Effective Date: October 8, 2015

/s/

Ken Farley, Town Chairman

/s/

David Prondzinski, Town Supervisor

/s/

Ted Konkel, Town Supervisor