

**Riverside Cemetery District
Board Policy
SICK LEAVE**

Policy 72

Sick leave is a privilege given to regular full-time only. It is to be used in the following circumstances:

- (1) When the employee is unable to perform his job duties because of illness, injury, pregnancy or birth of a child;
- (2) When the employee has medical, surgical, dental or optical examinations or treatments;
- (3) When the employee is required to care for a child or spouse

Sick leave shall not be used for any purpose other than enumerated above.

Regular full-time employees scheduled to work 40 hours per week accrue sick leave at the rate of 8 hours per month from the date of hire. The maximum accumulation of sick leave is 60 work days. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Employees are to report their sick leave absence(s) daily to the Sexton or the Office Manager at the employee's regular starting work time. Failure to report may be considered as cause for denial of paid sick leave for the period of absence unless the employee furnishes an acceptable explanation. An employee who is absent on sick leave for any of the reasons state in 1), 2), and 3) above may be required to furnish a physician's statement at the discretion of the Board of Trustees before credit for sick leave will be granted. Vacation leave may be used to supplement sick leave, but sick leave cannot be used to supplement vacation leave.

Adopted: 11/9/2004