

HUMAN RESOURCES POLICY/PROCEDURE		No. HR-029
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE:	Page 1 of 2

SUBJECT: Sick Leave Policy

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Sick Leave policy.

SCOPE:

This policy shall apply to all Administrative employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

Full-time or part-time administrative employees, working at least 20 hours per week, are covered by this Sick Leave policy. With each continuous month of employment Full-time employees earn one full day of paid sick time or 4 hours if part-time, that can be used because of illness or injury. (See Family and Medical Leave Policy). HR Policy #003.

Employees will earn sick and vacation leave time while on paid leave, but will stop earning leave benefits if on an unpaid leave of absence.

In order for an employee to be eligible to use sick leave, the employee must meet the requirements for call-in as established by their particular department. The general rule is for an employee to contact their supervisor at least one-hour before the employee's start time, or as soon as possible before the employees' report to work time.

In the event an employee is absent for three (3) consecutive work days, the supervisor may, at their discretion, request a note from the employee's physician verifying the employee's illness.

Administrative employees have the option to cash-in sick hours that have been accumulated in excess of 480 hours or 240 hours part-time. Cash-in may be requested in segments of 8 hours up to the cap of 96 hours. Cash-in may be requested during the month of October for payment in November. The cash-in form is available from Human Resources or Payroll during October each year.

An administrative employee, who resigns in good standing, may be eligible to cash in up to 96 hours of sick leave. Any employee who is terminated from Authority employment, for any reason, will not be eligible to cash in any sick leave hours.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director Byron W. Brooks

Date 9 January 2002

Department Director A. Roumtey

Date 1/14/02