

	<b>Policy</b>
	<b>Policy Category: Health and Safety</b>
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	<b>Policy Name: Staff Sick Leave</b>

### SICK LEAVE POLICY

If you or your dependent becomes unwell, you need to notify your Team Leader, as soon as possible. If this is before your shift starts, this should be ideally, at least, 1 ½ hours before your shift begins. If it is during your shift, notify your Team Leader as soon as possible.

As part of your Employment Agreement, employees of Rotorua Childcare Centre Inc receive 10 days sick leave each year, which is accrued on your 6-month anniversary annually.

The maximum amount of sick leave that you can accrue is 20 days.

Rotorua Childcare Centre Inc have agreed that sick leave can be paid as either a full day, half day or for appointments in hourly increments.

Here are some scenarios/examples to show what this looks like in practice and to assist you to choose, which entitlement applies to your situation and your circumstances:

#### Scenario A

Employee X attends work and becomes sick 1 hour into their shift/or is advised that they have a sick child and needs to go home. Employee X would be paid 1 day sick leave.

#### Scenario B

Employee X works for 4 ½ hours and then becomes unwell/or is advised that they have a sick child and needs to go home. Options for Employee X include:

- a. Being paid for ½ a day to reflect the hours that they worked and taking a ½ day as paid sick leave to cover the balance of the day resulting in payment of a full day's work and only a ½ day sick leave being deducted from their sick leave balance; or
- b. Employee X has no sick leave, or chooses not to deduct sick leave, and uses Leave Without Pay (LWOP) or Annual Leave (AL) for the hours not worked.

If you have (medical appointments or appointments of a personal nature) for requiring 1-2 hours leave and that leave has been approved by your Team Leader, you can again choose from the following:

1. To take paid sick leave for the time you are away from work.
2. LWOP for the time you are away.
3. AL for the time you are away.

If you are sick and do not have any sick leave entitlements left until your next annual entitlement, sick leave in advance will not be afforded. However, you can choose to take either AL, if you have AL available or take LWOP.

