

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	401
		Original Date	03/14/1984
	Department: Personnel	Revised Date	01/09/2014
	Sick Leave		

POLICY:

The Montana Mental Health Nursing Care Center will ensure proper sick leave usage.

PROCEDURE:

1. State policy concerning sick leave, contained in Montana Operations Manual (MOM) volume III number 3-0310, (Attachment #1) shall govern accrual, approved and prohibited uses, record keeping, abuse and other applicative contained within that policy.
2. In order for the facility to maintain staffing patterns, record keeping and budget concerns, staff shall notify their immediate supervisor as far in advance as possible when using sick leave by submission of an Employee Leave Request form. (Attachment #2)
 - A. Sufficient documentation for the reason to use sick leave should be specified on the Leave Request form by the employee. If the request does not contain sufficient documentation, the supervisor may ask for more information so that improper use of sick leave can be discovered and corrected. The supervisor may make further documentation on the leave request form.
 - B. Confidentiality of illness and leave request forms will be maintained.
 - C. Social Security Number is not required on the form.
3. Medical certificates of sick leave usage may be required when over three (3) consecutive work shifts are missed if there is reason to suspect sick leave abuse or to certify that the employee is able to return to work with no restrictions.
4. Sick leave usage will only be allowed as necessary for the care of or attendance to an immediate family member, until other attendance can reasonably be obtained.

Sick Leave

- A. A maximum of one calendar week of sick leave will be granted.
 - B. Additional time may be requested with a physician certification, or under the Family and Medical Leave Act.
5. Use of Sick Leave for Funeral:
- A. Immediate Family (as defined in MOM Volume III, 3-0310).

Time allowed will depend on circumstances. A maximum of one calendar week of sick leave will be granted.
 - B. Non-Immediate Family:

A reasonable time for the funeral will be granted. One to two hours will be granted for a local funeral. If the employee is directly participating in the funeral, such as a pallbearer, up to four hours of sick leave will be granted. If travel is required, sick leave will be granted according to length of travel time, up to a maximum of one week.
 - C. Non-Family:

A reasonable time for funeral attendance will be granted. One to two hours will be granted for attendance. If the employee is directly participating in the funeral such as a pallbearer, up to four hours of sick leave will be granted. Travel time will not be granted for non-family.
 - D. All sick leave requests for funeral attendance must be submitted in advance and will be granted only when staffing is available.
 - E. Additional annual leave, holiday leave, or comp-time may be requested.
6. Any sick leave requests for circumstances other than those addressed in this policy must be approved by the Superintendent or Personnel Officer.
7. Sick leave needs to be taken in 30 minute increments.
8. Sick leave may not be used for absence from scheduled overtime shifts.