

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>		<b>Policy Number</b>	<b>402</b>
			<b>Original Date</b>	<b>03/14/1984</b>
	<b>Department: Personnel</b>		<b>Revised Date</b>	<b>01/09/2014</b>
	<b>Sick Leave Usage for Intermittent Employees</b>			

**POLICY:**

Intermittent employee sick leave is governed by the following procedure.

**PROCEDURE:**

1. Intermittent employees are persons who serve as relief workers and are not covered by other definitions such as seasonal or part-time.
2. Intermittent employees are allowed to use sick leave in the following circumstances:
  - A. If at work the employee becomes ill, sick leave may be used for the remainder of the scheduled shift.
  - B. If the employee is scheduled to report for work and can not due to illness, sick leave may be used.
  - C. Sick leave may be used for out of town medical appointments or hospitalization on scheduled days.
3. With the exception of the above items, intermittent employee sick leave is governed by the same policies as full time, part time and seasonal employees.
4. Per diem staff do not earn sick leave.