

**Hayes Barton Baptist Church
Raleigh, North Carolina**

XVI. Sick Leave

Sick leave with pay is not a right but a privilege granted by the Church.

- A. When a regular employee is absent because of illness, injury or disability, it is the responsibility of the Church Administrator, the Pastor, the Personnel Committee or the Deacons as appropriate to decide how long the employee may remain away from work for such reasons without loss of pay. In all instances, consideration shall be given to such factors as the employee's length of service, the nature and seriousness of the illness, injury or disability, and the previous attendance and performance record of the employee.

For absences due to illness, injury or disability, the Church Administrator or the Pastor as appropriate may approve continued compensation for up to two weeks in one calendar year. The Personnel Committee upon recommendation by the Church Administrator or the Pastor may approve continued compensation for up to eight weeks. In instances where the Personnel Committee feels absences with pay should be permitted to exceed eight weeks within one calendar year, a report and recommendation shall be made to the Deacons. For determining sick leave, a day excused shall be consistent with the normal work day of the individual.

If an employee has difficulty performing the job due to illness, injury or disability, or if the Church Administrator or Pastor as appropriate feels the employee may be medically unable to perform the job, a physician's statement may be required as to the employee's ability to continue working. This statement is required for protection of the employee and the Church.

- B. In the event of death or serious illness in the immediate family of a regular employee, the employee may be excused for up to three days by the Church Administrator or the Pastor as appropriate. Any time off in excess of three days shall be recommended by the Church Administrator or the Pastor and approved by the Personnel Committee. For such absences, no hours will be allowed in the computation of overtime.
- C. For purposes of computing the days of sick leave taken within a calendar year, those days granted for death or serious illness in the family shall be included.
- D. If during the sick leave period of an employee, one or more holidays falls on a day or days within his scheduled work week, such day or days will be treated as a holiday rather than as sick leave.
- E. If an employee becomes sick during a scheduled period of vacation the time out will be counted as vacation but only for the length of time scheduled as vacation, except as otherwise determined by the Church Administrator, Pastor or Personnel Committee.

- F.** An employee on sick leave shall notify the Pastor or Church Administrator of the fact and the reason therefor as promptly as possible.
- G.** The Church Administrator may (1) require an employee to be examined by a doctor, and/or (2) require a written evaluation from a medical provider; in connection with any sick leave taken or requested and/or in connection with a request to return to work after having taken sick leave.
- H.** Maternity leave of up to six weeks shall be allowed. When an expectant mother desires a longer absence, the Personnel Committee may authorize additional time off as vacation or without pay.