

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 638

1. SUBJECT: SICK LEAVE

2. OBJECTIVE:

- 2.1. To define the administrative procedures for Beartooth Electric Cooperative, Inc. (BEC) employees to take sick leave.

3. POLICY:

- 3.1. All employees actually working shall be entitled to an annual sick leave (absence from work with pay) on account of sickness or accident as follows:

- 3.1.1. Upon employment with BEC, each full-time employee shall accrue sick leave totaling ten (10) days of sick leave for each year of employment with BEC. Part-time employees shall accrue sick leave in proportion to time worked.

- 3.1.1.1. Unused sick leave may be accumulated for a maximum leave of 520 hours (13 weeks) with pay.

- 3.1.1.2. Upon BEC Board of Trustees' approval of this policy, all employees who have accumulated over 520 hours of unused sick leave will grant all unused sick leave in excess of 520 hours to the Sick Leave Fund (See BEC Policy AP622—Sick Leave Fund).

- 3.1.1.3. Effective May 1, 2014, all employees with sick leave accumulated in excess of 520 hours will be paid for 50% of their excess sick leave hours once each year on May 1. The remaining balance of the excess hours as of May 1, will be donated to the sick leave fund

- 3.1.2. In case of broken periods of employment, total time of actual service during such periods shall determine the right of an employee to sick leave; if not in the service of BEC for a period of six (6) consecutive months or more, the employee shall not be entitled to claim any such leave for the time previously worked.

- 3.1.3. An employee, to be entitled to sick leave on account of sickness (illness not caused by accident) must be absent from work for one (1) day or more because of legitimate sickness, in which event he/she shall be paid his/her regular rate of pay for the time absent from work during such sick leave. Shorter periods such as doctor appointments or longer periods of sick leave than herein provided may be allowed at the discretion of BEC.

- 3.1.4. In order to be entitled to sick leave on account of accident, the employee must be absent from work for one (1) day or more due to an accident compensable under the Workers' Compensation Law of the State of Montana, in which event he/she shall be paid for the difference between the rate of compensation to which he/she would be entitled under said law and his/her regular pay.
- 3.1.5. No employee shall be entitled to sick leave while on vacation or temporary lay-off by BEC. During such lay-off periods, the employee shall not be deemed to be rendering actual service.
- 3.1.6. No employee shall be entitled to sick leave unless he/she notifies BEC on the first day of his/her illness. An employee may be required to present a doctor's certificate stating his/her illness and length thereof, if requested by BEC.
- 3.1.7. Medical Release to Work
 - 3.1.7.1. As a joint protection to the employee and BEC, employees who have been absent from work because of illness or injury may be required to obtain a doctor's release specifically stating that the employee is capable of performing his/her normal duties or assignments.
 - 3.1.7.2. An injury or illness that requires a medical release to work is defined as one that results in the employee being absent from work for one (1) or more consecutive weeks or one which may limit the employee's future performance of regular duties or assignments (i.e., minor/major surgery).
 - 3.1.7.3. If the cause of the employee's illness or injury was job related, the employee's supervisor may consult with management and the Workers' Compensation carrier to facilitate the return to work process. A doctor's written release may be required before recovery can be assumed.
- 3.1.8. Any employee who makes false statements or representation in connection with his/her claim for sick leave shall forfeit all right to future sick leaves including those accumulated and unused, unless BEC in its discretion, waives the same by granting subsequent leave.
- 3.1.9. Any employee who leaves after (10) years of service or who retires is eligible to receive one-half (1/2) accrued sick leave (maximum 260 hours) in cash based upon the employee's straight-time pay rate.

3.2. Granting of Sick Leave:

- 3.2.1. Employees are allowed to transfer accrued sick leave to employees suffering an extensive illness or accident as per BEC Administrative Policy AP639—Sick Leave Fund.

3.3. Family Medical Leave Act (FMLA):

3.3.1. Employees who qualify shall be able to utilize Family Medical Leave Act (FMLA) benefits as described in BEC Policy AP640—Family Medical Leave Act Policy.

4. RESPONSIBILITY:

4.1. Management and Supervisors shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013

Revised: 06/30/2015

Reference: LV Policy 602, BEC Policy VI-A-16, 36

Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President