

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 639

1. SUBJECT: SICK LEAVE FUND

2. OBJECTIVE:

2.1. To define a sick leave fund and to provide for direct grants of sick leave to employees suffering an extensive illness or accident.

3. POLICY:

3.1. A sick leave fund is established to allow Beartooth Electric Cooperative, Inc. (BEC) employees to share accrued sick leave between employees and the pooling of sick leave according to the following procedures. Shared and pooled sick leave may be available to a qualifying employee who suffers an extensive illness or accident.

3.1.1. Prohibited uses:

3.1.1.1. An employee shall not receive direct grants of sick leave or a grant from the sick leave fund:

3.1.1.1.1. If the employee is no longer employed by BEC.

3.1.1.1.2. While the employee is on a leave of absence without pay for a reason other than extensive illness or accident.

3.1.2. Membership in Sick Leave Fund:

3.1.2.1. A permanent full-time or part-time employee at BEC.

3.1.2.2. To enroll in the sick leave fund, an employee must:

3.1.2.2.1. Have completed the one-year qualifying period to take sick leave.

3.1.2.2.2. Have contributed at least eight (8) hours of accrued sick leave to the sick leave fund. The initial contribution for part-time employees shall be prorated.

3.1.2.2.3. To maintain membership in the sick leave fund employees must contribute 8 hours on an annual basis.

3.1.2.3. An employee may contribute a combined total of not more than 40 hours per

person of sick leave to the sick leave fund exclusive of direct grants in a twelve (12) month period. The twelve (12) month period is calculated from the first day the employee contributes to the fund. At the time of termination, there is no limit on the amount of sick leave an employee may contribute to the fund.

- 3.1.2.4. An employee meeting these requirements may enroll in the sick leave fund at any time.
- 3.1.2.5. All contributions to the sick leave fund shall be voluntary and irrevocable.
- 3.1.2.6. Participation in the fund constitutes the employee's agreement to abide by all rules related to the sick leave fund.
- 3.1.2.7. An employee remains a member of the sick leave fund unless or until the employee:
 - 3.1.2.7.1. Fails to authorize an additional contribution.
 - 3.1.2.7.2. Terminates employment with BEC.
 - 3.1.2.7.3. Resigns in writing from the fund at any time.
- 3.1.3. Eligibility to Receive Grants from Sick Leave Fund and Direct Grants:
 - 3.1.3.1. A participating employee who meets the eligibility requirements for this policy may receive no more than a maximum of 240 hours of sick leave in any continuous twelve (12) month period in grants from direct grants and the sick leave fund.
 - 3.1.3.2. Leave approved for a part-time employee shall be prorated.
 - 3.1.3.3. The twelve (12) month period is calculated from the first day the employee takes sick leave which is a grant from the sick leave fund or a direct grant.
 - 3.1.3.4. No employee is eligible to receive a grant of sick leave from direct grants or the sick leave fund without the approval of the benefit administrator.
 - 3.1.3.5. Participation in the sick leave fund or meeting the eligibility requirement of this procedure does not guarantee that receipt of sick leave shall be approved in any specific case by BEC's management.
 - 3.1.3.6. To be eligible to receive a grant from the sick leave fund, an employee must:
 - 3.1.3.6.1. Have met the one-year qualifying time to take sick leave.

- 3.1.3.6.2. Suffer an extensive illness or accident which results in absence from work of no less than ten (10) consecutive working days
- 3.1.3.6.3. Exhaust all personally accrued sick leave, vacation leave, all other accrued leave and compensatory time.
- 3.1.3.6.4. Receive approval from the supervisor for leave of absence.
- 3.1.3.6.5. Receive approval from the benefit administrator to receive a fund grant or direct grant of sick leave.
- 3.1.3.6.6. Provide to BEC a physician's certification of extensive illness or accident.
- 3.1.3.6.7. Have been a member of the sick leave fund for ninety (90) days.
- 3.1.3.7. If an employee is incapacitated and unable to apply for leave of absence and a grant from the direct grant or sick leave fund, another person may do so for the employee.
- 3.1.3.8. Participation in the sick leave fund does not prohibit BEC from terminating an employee.
- 3.1.4. Eligibility to Make a Grant:
 - 3.1.4.1. An employee may receive no more than a maximum of 240 hours of sick leave in any continuous twelve (12) month period in direct grants. Leave granted to a part-time employee shall be prorated. The maximum allowable benefit in any twelve (12) month period from either direct grant or grants from the sick leave fund is 240 hours.
 - 3.1.4.2. An employee may directly grant a maximum of forty (40) hours of accrued personal sick leave to each coworker in any twelve (12) month period. An employee may contribute no more than a total of forty (40) hours of sick leave to the sick leave fund in any twelve (12) month period. The twelve (12) month period is calculated from the first day an employee makes a direct grant or contribution to the sick leave fund. If the employee's leave balance falls below forty (40) hours, the employee will not be eligible to make a direct grant. The employee may not reduce the leave balance below forty (40) hours by making direct grants.
 - 3.1.4.3. An employee may make a direct grant of sick leave to an employee in any job classification.

4. RESPONSIBILITY:

4.1. The benefit administrator shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: BEC Policy VI-A-36a
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President