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## *Sick or Personal Time Off Pay*

**Reference: Personnel Policy – 500.05**

It is the policy of the Club that Full Time employees are provided up to three (3) days of sick or personal time off pay after one year of service following the original hire date.

Sick or personal time off days may be used only after 1 year of service following the original hire date.

Sick or personal time off days may only be taken in full day increments.

Sick or personal time off days are to be used for bona fide illness, medical and dental appointments. In the case of a medical appointment, the employee must notify their supervisor at least 72 hours in advance.

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❖ The doctor's certificate contains adequate information regarding the nature of the illness.

❖ If the certificate does not provide this information, the employee may be required to get another or risk not being paid for the absence.

Sick or personal time off days must be taken in the year in which they accrue. They do not accumulate from year to year and employees will not be paid for any unused sick or personal time off days.

**Take Away:** Managers and supervisors must be aware and meet the needs of the club's sick or personal time off benefit.

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