

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : NFTA/NFT METRO SICK LEAVE GUIDELINES
Policy Number : 04-02-17
Issue Date : 07/20/2007
Revision Date :

I PURPOSE

To explain the purpose and use of paid sick leave.

II APPLICABILITY

The following policy is applicable to all employees of the NFTA and NFT Metro, with the exception of members of Local 1342 of the Amalgamated Transit Union (ATU). Members of the ATU are governed by terms and conditions identified within their collective bargaining agreement with Niagara Frontier Transit Metro System, Inc.

III POLICY

The purpose of sick leave is to compensate employees who are unable to work due to the employee's bona fide illness, injury, or medical visit(s).

An employee may not use sick leave to excuse absences for **family related illness, injury, or medical visits**. To be paid for day(s) missed due to the illness, injury, or medical visit of a **family member**, personal or vacation leave must be used. When applicable, an employee may also apply for excused time off without pay, under terms of the Family Medical Leave Act (NFTA Policy 04-02-14).

How to use Sick Leave

Each employee must notify his or her Department Manager/Supervisor as soon as possible when it is necessary to use sick leave; the notification should be made prior to the employee's scheduled work shift.

When an employee uses sick leave, he or she must ensure that his or her Employee Time Record accurately reflects time used. The employee may request compensation for sick leave by indicating "Sick Leave With Excuse" or "Sick Leave Without Excuse" on their time record.

Deliberate falsification of time records for any reason will result in discipline, up to and including termination.

Sick Leave with Excuse (Payroll code 47)*

Sick Leave with Excuse may be used when an employee provides his/her supervisor with a note from a healthcare provider certifying the illness/injury/medical visit. The supervisor will then submit the note to the NFTA Medical Department for review and approval.

Any excuse certifying an illness or injury must be provided on the healthcare provider's letterhead, and signed in ink. The excuse must also state how long the employee was unable to work due to illness or injury, and when the employee may return to work.

An excuse certifying a medical visit must also be provided on the healthcare provider's letterhead, signed in ink, and must state the date that the employee was seen by the healthcare provider.

*Payment for Sick Leave With Excuse is limited to conditions identified within collective bargaining agreements, or company policies, where applicable.

Sick Leave Without Excuse (Payroll code 15)

Sick Leave Without Excuse should be used when an employee's absence due to illness, injury or medical visit is not supported by documentation from a healthcare provider.

If an employee exceeds the number of undocumented sick leave absences allowed in a calendar year, he or she will be required to provide documentation for each absence for which sick leave is claimed (NFTA Policy 4-05-04).

Manager/Supervisor Responsibilities

The manager/supervisor must verify that the employee has used the correct payroll code on his or her time record when sick leave is used. The manager must also approve the time record and send it to Payroll for processing. Any medical documentation submitted by the employee must be sent to the Medical Department confidentially, where it will be retained in the employee's Confidential Medical File.

Upon request, the Payroll department will provide each Branch Director with departmental reports identifying sick leave usage for each employee of that Branch. Department Managers will also be provided with sick leave usage reports on a year-to-date basis. Management should use these reports to control and authorize paid sick leave.