

Institute for Medical Research, Inc.	Policy on Sick Leave and Family Leave Benefits	No. 304	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

Purpose

To establish IMR's policy on sick leave and family leave benefits.

Scope

IMR Employees and Investigators

Policy

IMR provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 13 days per year (4 hours for every 80 hours worked). Leave accrual for employees who work less than full time is pro-rated based on the number of regular hours worked per pay period.

Intermittent employees will not usually accrue leave. If however, a supervisor believes based on the employee's superior qualifications, it is appropriate and necessary for recruitment and retention of an intermittent employee, a written request may be made by the supervisor to the Executive Director for that employee to accrue leave

Paid sick leave can be used in minimum increments of one-quarter hour. An eligible employee may use sick leave for an absence due to his or her own illness or injury; for medical, dental or optical treatments or examination; for illness, injury or treatment/examination of a child, parent, or spouse of the employee; when exposed to a contagious disease which may jeopardize the health of others; or for bereavement purposes.

"Family member" means the following relatives of the employee: spouse, and parent thereof; parents; brothers and sisters and spouse's thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family membership.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of ten calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. Unused sick leave benefits are not subject to carry over requirements and will continue to accrue until used or employment is terminated. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.