

**Reference :** HUMAN RESOURCES  
**Section :** WORK RULES  
**Title :** SICK LEAVE AND ABSENTEE CONTROL  
**Policy Number :** 04-05-04  
**Issue Date :** 04/27/2006  
**Revision Date :**

## **I PURPOSE**

The purpose of this policy is to set forth the Authority's standards for sick leave usage that has been deemed as excessive, and to define the process for dealing with employees who have records of excessive sick leave usage.

## **II POLICY**

A healthy work force is integral to the Niagara Frontier Transportation Authority's efforts in providing the citizens of Erie and Niagara Counties with consistent, high-quality transportation services.

Sick leave is provided as a benefit for those employees who are legitimately ill. The wise and legitimate use of sick leave ensures maximum productivity and at the same time protects employees and their families from the loss of income during illness or injury.

In addition the Authority has a managerial right and a public responsibility to monitor and control the use of sick leave. In order to do so, the use of sick leave will be monitored and evaluated on the basis of the following described criteria:

The use of ten or more days per calendar year without medical documentation.

The use of seven single days per calendar year without medical documentation.

The use of four or more single days per calendar year in conjunction with holidays, regularly scheduled days off, or following paydays without medical documentation.

It is important to note that the three categories of excessive use of sick leave listed above are not exclusive. The above standards as to what constitutes the excessive use of sick leave in no way limits the Authority's right, on a case by case basis, to require medical documentation or take other appropriate action not in conflict with existing collective bargaining agreements regardless of the amount or the timing of sick leave usage.

Supervisors will review the employees' sick leave records, and the names of employees who fall within one of the above-listed categories or excessive sick leave usage receive written notification from their supervisor that their sick leave usage is excessive. In addition employees who reach an excessive level of sick leave usage may be referred to the Authority's Occupational Health Nurse and possibly, to the Employee Assistance Program for counseling and health management advice. The Occupational Health Nurse may contact the employee's physician to verify any medical information provided by an employee and if necessary, may refer the employee to the Authority's Medical Director.

The attendance rating of employees subject to performance evaluations will be noted and considered on the Employee Evaluation Form. Employees who, in addition to vacation and personal leave, use sick leave levels less than those deemed excessive, shall be regarded as VERY GOOD. Employees who are absent for approved extended sick leave, compensation or disability may be considered SATISFACTORY. Employees who use an excessive amount of sick leave may be considered UNSATISFACTORY.

In addition there is a negotiated Absenteeism Control Program, which governs Metro employees represented by the Amalgamated Transit Union. This program requires medical documentation for unpaid absences.