

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION

BOARD POLICY NO. 504

SUBJECT: SICK LEAVE, DISABILITY AND WORKERS' COMPENSATION

I. OBJECTIVE

To outline the eligibility and entitlement of all regular employees in the use of sick leave, disability, and workers' compensation payments.

II. POLICY

A. Eligibility: An employee will be eligible to receive sick leave, disability or workers' compensation as follows:

1. Employee has completed their probationary period and is currently employed as a regular full-time employee.
2. Employee provides the Cooperative with a signed explanation of the injury or illness and a doctor's excuse. If the Cooperative feels there is misuse of the sick leave and accident plan it may request confirmation by a doctor selected by the Cooperative, as proof that his/her absence was due to his/her legitimate illness or injury. (The doctor selected by the Cooperative will be paid directly by the Cooperative.)
3. Employee must report his/her absence and the cause for same to employee's Department Head by work time of the next scheduled workday. Next scheduled workday means the first day the employee is off work. If the employee is unable to make the report, a representative of the employee such as a parent or spouse should make the report for the employee.

B. Conditions for Payment:

Non-occupational (not relating to work) Disability Payments shall not be made for:

1. Any sickness or injury caused directly or indirectly by war or riot; or
2. Any intentionally self-inflicted injury
3. Illegal drug use

An employee may be eligible for non-occupational disability under the following conditions:

1. Qualification by his/her physician and appropriate consensus with our medical representative/case managers that an employee has an injury or illness that would cause him/her to be off work under the conditions of the Cooperative's Short Term and Long Term Disability plans.
2. Medical non-occupational disability will rely solely on the employee's medical insurance and hospitalization and shall be paid in accordance with established board policy.

3. An employee must exhaust all sick leave before he/she is eligible for Short Term Disability benefits. Vacation earned by the employee can be used to supplement Short Term Disability benefits until it is exhausted. Long Term Disability shall commence at 13 weeks. An employee can then supplement his/her Long Term Disability payments with accrued vacation or sick leave and may elect to receive payments weekly or in a lump sum. No sick leave shall be accrued while on Short Term or Long Term Disability.

C. Occupational Disability-Workers Compensation

1. Worker's compensation shall not be paid to an employee who is not injured in the course of his/her employment.
2. An employee may qualify for workers' compensation/medical occupational disability subject to qualification by his/her physician and appropriate consensus with our medical insurance representatives/case managers or in some cases a physician selected by the Cooperative. Occupational disability shall be paid;
3. First fifteen days – an employee may use vacation or sick leave until workers compensation payments commence.
4. After fifteen days - Once workers compensation payments commence, an employee can supplement his/her income with his/her vacation or sick leave pay, either in weekly payments or in a lump sum. In the event an employee is unable to return to work, the Cooperative reserves the right to withhold any indebtedness before final payment shall be made.

D. Accrual and Amount of Payment

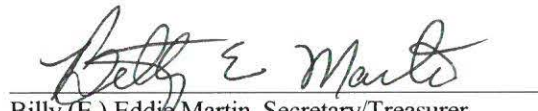
1. Payments at the employee's base hourly rate shall be made for non-occupational disability not to exceed the number of days of sick leave or vacation accrued to the employee's credit.
2. Employees shall accrue sick leave at the rate of one working day per month worked. Sick leave will be accrued the fourth (4th) pay period of each month and may accumulate a maximum of 120 sick leave days. If an employee goes on short term or long term disability before the fourth Friday accrual, the employee will not be entitled to accumulate any more sick leave until such time as he/she is able to resume work. Any employee who, has not acquired 120 accumulated sick leave days may continue to receive his or her sick leave days and accumulate same up to a maximum of 120, and will be entitled to use, for purposes of retirement under the provisions of Policy No. 505, the total number of sick days so accumulated, but shall not be allowed to accumulate sick leave days for that purpose any number in excess of 120. After an employee has accumulated 120 sick leave days, then for each sick leave day earned for each month of service and not used by December 31 of each year, the employee shall be paid for all sick leave days in excess of 120 not used by December 31 of each year at the rate of pay then in effect for that employee for that particular year.
3. Employees shall be required to furnish a doctor's certificate to substantiate all illness claims that exceed three (3) days.

4. Payments are applicable only for the standard working schedule of forty (40) hours per week or eight (8) hours per day, Saturdays and Sundays, and Holidays excluded.
5. In the event an employee is found to be abusing the sick leave clause by substantial proof, the Cooperative, upon written notification to the employee may immediately suspend said employee for three (3) days without pay. The employee will be subject to immediate dismissal upon the second violation.
6. Annually, an employee may elect to convert one-half (1/2) of the sick leave days accumulated during the period from December 1st through November 30th (fractions rounded down) into cash. Notification of this election will be submitted to the Cooperative no later than December 7th of the year in which the election is made.
7. Sick leave accumulated will be converted to an equivalent dollar amount, based upon the wage in effect when it is accrued. Pay for sick leave used will be at the wage rate in effect when it is used and will be deducted from the dollar amount accumulated.
8. In the event of an active employee's death, all accumulated sick leave will be paid in a lump sum to the deceased employee's estate.
9. Personal Leave Days
 - A. Three (3) sick leave days accrued each year can be used for "personal days". An employee may use no more than three personal leave days per calendar year. Any day used as a personal day will be deducted from employee sick leave balance.
- E. All disability payments provided for in this Agreement shall be reduced by the amount or amounts of any other benefit which might be provided through State or Federal legislation, workers' compensation, Long Term Disability or any other benefits provided through the Cooperative from the same type of disability and for the same period of absence. Long Term Disability Compensation benefits are administered by NRECA and all decisions shall be at their discretion. When an employee on disability reaches normal retirement age, any accumulated sick leave will be paid in a lump sum.
- F. Cooperative Self-Funded Short Term Disability Program
 1. Benefits under the Cooperative Short Term Disability Program shall commence no earlier than the eighth (8th) day of illness and is payable until the employee is eligible for Long Term Disability. If an employee has accumulated sick leave, it must be exhausted before Short Term Disability Benefits will commence. The employee will not be eligible for holiday pay during the Short Term Disability period. Payment of Short Term Disability shall be two-thirds (2/3) of the employee's current base wage. The Short Term Disability Program payments shall not exceed thirteen (13) weeks.
 2. Short Term Disability payments apply only to the illness of the employee and not to members of the immediate family, as defined in Board Policy 512 (Family Leave, Military Leave, etc.). However, employees may use accumulated sick leave as defined in that policy.
- G. Any employee who is on Long Term Disability (LTD) shall not be eligible for future compensation, other than those they are entitled to under LTD. Individuals on LTD are not entitled, to the following: Cell Phone reimbursement, Potential Bonuses, Educational Assistance, Wellness Membership Reimbursements, Employee Loans, and any other employee program deemed ineligible by the Cooperative.
- H. This policy applies to all employees, including management. Any provision of this policy that is more restrictive than those set out in the IBEW Working Agreement shall not apply to bargaining unit employees.

III. RESPONSIBILITY

It shall be the responsibility of the President and CEO to see that this policy is adhered to.


Roger L. Trent, Chairman


Billy (E.) Eddie Martin, Secretary/Treasurer

Date Adopted: 02/21/86
Date Revised: 05/25/90
Minute Book Page: 1953-1955
Date Revised: 08/23/91
Minute Book Page: 2035 – 2037
Date Revised: 10/25/91
Minute Book Page: 2071 - 2073
Date Revised: 11/19/93
Minute Book Page: 2338 – 2341
Date Revised: 07/25/96
Minute Book Page: 2729 – 2732
Date Revised: 01/24/97
Minute Book Page: 2845 - 2847
Date Revised: 03/27/98
Minute Book Page: 2987 – 2990
Date Revised: 01/23/03
Minute Book Page: 3460 – 3463
Date Revised: 11/21/05
Minute Book Page: 3786 – 3789
Date Revised: 12/22/06
Minute Book Page: 3923 – 3925
Date Revised: 04/26/07
Minute Book Page: 3962-3965
Date Amended: 08/23/10
Minute Book Page: 4344-4347
Date Reaffirmed: 07/22/11
Minute Book Page: 4445-4446
Date Amended: 02/26/16
Minute Book Page: 5092, 5095-5098