	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-105
		<i>Effective Date</i>	01/01/03
	<i>Subject:</i> SICK LEAVE	Revised	3/01/2009

POLICY

It is the policy of the Johns Hopkins Home Care Group (JHHCG) to provide paid sick time or days when employees are unable to work because of their own illness or that of an immediate family member.

GUIDELINES


Sick time may be paid for absence from scheduled work for reasons of illness or accident. Accumulated sick time will be paid for absence due to the illness or injury of an immediate family member as defined herein.

I. Eligible Employees

- A. Regular employees who are consistently scheduled to work 20 hours or more a week are eligible for paid sick time after completing 90 days of employment. Per-visit or temporary staff will not accrue sick time.
- B. As of July 1, 1995, per-visit employees will not be eligible to accrue sick time benefits. Employees who have accrued sick time benefits prior to that date will be allowed to access previously accrued sick time, according to company procedure, however, they will not accrue additional amounts after June 30, 1995.

II. Accrual of Sick Time

- A. Regular full time employees (employees scheduled for 40 hours per week) will earn sick time from the date of hire, at the rate of 2.15 hours per pay period or seven (7) days per year.
- B. Regular part-time and limited employees (employees scheduled for a minimum of 20 hours and up to a maximum of 39 hours per week) accrue sick time on a pro-rated basis.. For example: A regular part-time employee working 32 hours per week would accrue 80% of the 2.15 rate per pay period. This part-time employee would accrue sick leave at a rate of 1.72 hours per pay period. As of July 1, 1995, no per-visit employee will be eligible to accrue sick time, despite previous accrual eligibility.
- C. Unused sick time may be accrued up to a maximum of 65 workdays or 520 hours.

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III. Use of Sick Time

A. Amount of Rate of Sick Pay

Sick time is paid for periods of absence due to illness, not to exceed eight (8) hours per day or daily scheduled hours. This time is paid at the employee's regular rate, as effective on the last day worked prior to the absence.


Employees may use sick time from their available accrued sick, vacation and personal time accrued balances to care for a member of their immediate family who is ill or injured. These days are not in addition to, but are a part of stated yearly accrual amounts. Immediate family is defined as: spouse, child, and parent,.

B. Prior Notification Requirements

Should an employee be unable to work because of their illness or injury or the illness or injury of an immediate family member, he or she must comply with the call-in requirements of their company. Unless, the employee has a valid excuse for failure to call, minimally, the employee must notify the appropriate supervisor or designee about their absence at least one hour before the start of their shift. Please see the Employee Handbook Work Rules and Regulations. Some departments may require a longer notification period based on the needs and operations of their department. Such notification should occur each day of absence, unless the employee has been granted an authorized medical leave. In which case different notification procedures apply. Failure to properly notify the supervisor will result in the unexcused or unapproved absence, which will not be paid and may result in a disciplinary action up to and including termination. The same notice requirements apply to situations where an employee is unable to work because of illness of an immediate family member. Employees may be required to submit a certificate by a physician or licensed healthcare professional to verify the illness or injury.

A. Non-Emergent Medical or Dental Care

Most non-emergent medical or dental care is done on an appointment basis and scheduled in advanced. Employees should plan to schedule these appointment times to take place before or after worked time or on days off. However, sick time may be used to cover time lost for routine medical or dental appointments that cannot be scheduled for off times. To receive time off for the purpose of attending a non-emergent medical or dental appointment, employees may also request to use

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vacation or personal time if they have accrued available balances. and at the manager's discretion. Every effort will be made to grant request with first consideration given to patient care and the operating efficiency of the department.


VI. Vacation, Holiday and Other Paid Leave

A.

1. Employees on scheduled holiday, or other paid time off (i.e., vacation, holiday or personal days) are not eligible to receive sick time during such period. For example: An employee who has scheduled a personal day and calls in sick, will remain on "personal day" status, and will not be granted sick time.
2. Employees scheduled to work on an observed holiday, but who call in sick will receive straight holiday pay, not sick time. A pattern of repeatedly calling in sick when scheduled to work an observed holiday may result in disciplinary action up to and including termination.
3. If an illness or accident preventing work occurs before and extends into an employee's scheduled vacation, the time off will be charged first to the employee's sick leave balance. If an illness or accident preventing work begins after an employee commences his or her vacation, the original vacation will remain in effect. If the employee is eligible for Accident and Sickness or Disability Insurance payments, vacation may be used to supplement disability payments.. These payments are not to exceed the employee's regular rate of pay. For purposes of this policy, an employee commences his or her vacation at the end of his or her shift on the last day worked before the vacation period.
4. If an employee has no accumulated sick balance available, they can use available accrued vacation or personal balances to cover their sick leave absence,

B. Coordination With Disability Payments

Employees may use sick time to supplement Worker's Compensation, Employees

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must use any available sick leave balances to supplement Short-term, Mid-term or Long-term disability payments under the Accident and Sickness Insurance Plan. These payments are not to exceed the employee's regular rate of pay.

VII. Proof Of Illness

1. Written certification by a physician or a licensed healthcare professional or other proof of illness or injury may be required to receive payments for the days absent. Proof of illness is normally required after three (3) consecutive days off due to illness or injury. In such instances, JHHCG also reserves the right to require the employee to submit to an examination by a physician designated by JHHCG, at its discretion. If you have been absent for a contagious illness or out of work for more than three (3) consecutive days due to illness or injury, you must report to Occupational Health Services to be cleared before returning to work.

2. An Employee who has had five (5) occurrence of illness within the preceding 12 month period, may be required to provide physician's statement to receive payment for subsequent absences. An occurrence is defined as, any period of either single or consecutive days absent from work due to illness. Please see the Employee Handbook's Work Rules and Regulations.

3. An employee who is absent either the day immediately preceding or following their normally scheduled day off may be required to submit a physician's statement to receive payment for the days absent.


4. An employee who is scheduled to work on a holiday and is absent due to illness will be required to submit a physician's statement to verify illness.

VIII. Discipline

Except for approved absences as defined by the Family and Medical Leave Act, absenteeism or tardiness that is unexcused or excessive may be grounds for disciplinary action, up to including termination.

IX. Separation

Unused accrued sick balances are not considered wages and will not be paid upon an employee's termination.

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X. Change of Status

Employees who move from a regular full-time, part-time or limited position to a position of less than 20 hours (casual/on-call), a temporary, or per-visit position) will not be paid any remaining accrued sick leave balance and will not be allowed to carry any accumulated sick leave balance to their new positions.

XI. Sick Time Credits a Leave of Absence

If an employee is on paid leave of absence (i.e., Short Term Disability or Mid-Term Disability) they will continue to accrue sick time.

If an employee is on an unpaid leave of absence, sick time credits do not accrue.

XII. Corrections to Sick Time Account Balances

Payroll will not make corrections to an employee's sick time account balance unless a verifiable internal error has been made. A change will also be made if the employee notifies payroll of the error no more than three (3) months after the error occurred.

XIII. Sick Time Credit Transfer


JHHCG doesn't permit the transfer of sick time credits to other employees.

RESPONSIBILITIES

Employee	Requests foreseeable need for sick leave off at least one week in advance, or according to department guidelines.
Manager	a. Approves request for sick leave off. b. Records sick time off in Kronos and monitors
Human Resources	Responds to employees and supervisors' questions regarding the Sick Leave policy as needed.

REFERENCES

JHHCG will administer the Sick Leave policy in conjunction with other JHHCG policies, including the Family and Medical Leave Act, Holiday, Personal Day, and Leave of Absence policies.

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SPONSOR

Director of Human Resources

REVIEW CYCLE

3 years