

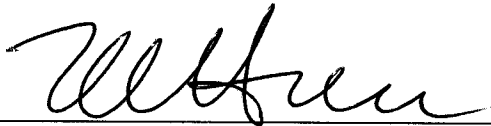
Charleston/Dorchester Community
Mental Health Center

*Sick Leave Usage During
Notice of Resignation*

PURPOSE: Regular attendance after a 2 week notice of resignation is essential to the Center's efficient operation and is a necessary condition of employment. When employees are absent, schedules and clients commitments fall behind, and other employees must assume added workloads.

Charleston/Dorchester Community Mental Health Center requests that all employees submit to his/her supervisor at **least** a two (2) week notice (14 calendar days) of resignation. A written notice of resignation including the reason for termination and a specific date is requested. It is at the discretion of Human Resources as to whether or not the employee is to report to work during the notice period.

During the 2 week period of resignation if an employee requests to use sick leave for an illness or a medical appointment he/she may use one (1) day without providing a medical excuse from a licensed medical practitioner. However, if an employee is out on sick leave/dependent sick leave for a period greater than 1 day (7.5 hours) then it will be necessary for the employee to submit a medical excuse. If an employee fails to provide a medical excuse for any time off beyond first 7.5 hours, this time will be deducted **from the employee's final Annual Leave account or charged to leave without pay if Annual Leave is exhausted. It is at the discretion of Executive Director or Designee to place employee on Leave without Pay status for the remainder of the resignation notice period if the employee abuses leave privileges.**



Thomas G. Hiers, Ph. D.
Executive Director



Date