

## Update HR Policy

### 4.4.2 Sick Leave

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At the discretion of the Executive Director, absences may require relevant documentation. Sick leave may be used only in the following instances:

- Illness or injury to the employee.
- Illness in the immediate family requiring the presence of the employee.
- Other FMLA qualifying events.
- Death in the immediate family: spouse, children and stepchildren (whether dependent or not), siblings, parents, grandparents, and grandchildren; or death of a relative living in the same household; or at the discretion of the Executive Director.
- Time used for visits to doctors ~~and dentists, etc.,~~ *and other medical professionals* may be counted as sick leave, ~~but this practice is not encouraged and should be used only when appointments cannot be made outside working hours.~~