

Attachment “A”

FALLS CREEK RANCH, ASSN.

SICK LEAVE POLICY Updated January 1, 2011

Eligibility Determination

Sick leave policy decisions regarding an employee’s eligibility for sick leave resides solely with the FCRA Board of Directors.

Sick Leave Accrual

1. Sick leave is earned at the rate of 0.75 working days per month (9 days per 12 month period) during a current contract year.
2. Additional sick leave may be accumulated at the rate of 50% of the previous year’s accumulation. For example, an employee who has used no sick leave will start the second contract year with a sick leave “bank” of 4.5 working days. The maximum accumulation is 22.5 working days (one calendar month) over the period of employment.
3. All hours accumulated are forfeited at the termination of employment.
4. All sick leave beyond the accrued amount will be considered sick leave days taken without pay. That is, the employee salary will be reduced by the number of days in excess of the accrued amount times the daily salary rate.
5. At the sole discretion of the FCR Board, a limited number of sick leave days may be “made up” without pay by the completion of extra duties on weekend days during non-winter months. The making up of sick-leave days may only be for clearly defined tasks and may only occur upon prior approval of the Board.

Use of Sick Leave

1. Sick leave may be used for treatment of and convalescence from short-term disability. Short-term disability shall mean any condition, whether physical or mental, which disables an employee from performing assigned duties as determined by the position description or Board Liaison (i.e., Ranch Manager Supervisor). Full time FCR employees may use up to five days (40 hours) per year of their sick leave for illness, medical treatment or injury of a family member* for whom the employee has responsibility to provide care.
2. The determination that a short-term disability exists shall be made by the Board, taking into consideration the essential job functions of the employee’s position and the employee’s disabilities. The Board reserves the right to require an employee to submit to

an examination by a qualified health care professional of its choice for the purpose of assisting in the determination that a short-term disability exists. The Board also reserves the right to require a written certificate from a qualified health care professional satisfactory to the Board that an employee does not have a short-term disability (as defined herein) prior to an employee returning to work.

*"Family member" is defined as the employee's child, parent, spouse, legal dependent for whom the employee is the primary caregiver, or person living in the employee's household for whom the employee is the primary care giver.

Long-Term Disability Accrual

1. Long-term disability implies that, in the Board's view, the employee is no longer able to satisfactorily perform the job functions of Falls Creek Ranch, within a time frame acceptable to the expectations of the FCRA Board.
2. Long-term disability compensation is not automatic. Payment would ordinarily be made during a period of transition when the Board is seeking a replacement for the disabled employee. Long-term disability compensation may be awarded to the employee following exhaustion of accrued sick leave time and upon the sole discretion of the Board; that said, payment is appropriate and according to the limitations described below.
3. One year of regular full time employment is required before any disability payment may be accrued. Following this one year probationary period, a long-term disability request will be considered at an accrual rate of 0.5 days per month. Long-term disability payment will be at the rate of 50% of the normal daily salary.
4. The maximum long-term disability accrual is 22.5 working days (one calendar month), irrespective of the period of employment of the employee.
5. Occupancy of the Ranch House, compensation allowances, use of vehicles and other employee benefits will cease at the same time as accrued long-term disability days are used up as described in section 3 and 4 above.

Updated January 1, 2011

Approved, FCRA Board of Directors