ST. LUKE’S FREE MEDICAL CLINIC

Holiday and Annual Leave Policy

# ST. LUKE’S FREE MEDICAL CLINIC

HOLIDAYS:

The clinic will be closed on Holidays as shown on the schedule.

**VACATION:**

Only full time (38 hour per week) employees are entitled to paid vacation. Vacation days must be used during each **calendar** year. No more than 10 days may be used at one time. Unused vacation days do not carry over from year to year.

*Vacation leave is determined by length of full time employment based on the anniversary of the employee’s date of hire.*

**Following a 60 day probationary period, full time employees are allowed 7 days of paid**

**Employees with 1 to 5 years of full time service are allowed 14 days paid vacation**

Employees with 5 to10 years of full time service will be allowed 18 days paid vacation.

Employees with 10 to 15 years of full time service will be allowed 21 days paid vacation.

**Employees with 15 years of full time service and up will be allowed 25 days paid vacation.**

# SICK/PERSONAL LEAVE:

Only full time employees are entitled to **paid** sick/personal leave. These leave days are to be used during each **calendar** year. Unused days do not carry over from year to year.

***A*ll full time employees are allowed 7 sick/personal leave days (56 hours) per year.**

These days are to be used for illness of the employee, illness or death of a family member, physician or dentist visits, other appointments, additional vacation or as the employee sees fit. If more are needed due to an illness necessitating extended time off from work, the employee can use vacation days or may take leave without pay. Sick//Personal leave days may be taken in hourly increments.

Full time employees will be issued a *vacation and personal leave* form at the beginning of each year documenting the total number of days/hours available to the employee. The employee will maintain an ongoing record on these forms by deducting any leave used from the total days/hours available and will submit a copy to the Executive Director.