



SOUTHERN TIER ENVIRONMENTS FOR LIVING

MEMO

TO:

FROM: Mark Wasiewicz, Human Resources Director

DATE:

RE: Sick Leave Compensation

As stated in our Personnel Policy and Procedure Handbook, eligible employees may use sick leave credits for absences of three or more days due to illness/injury of the employee or a serious injury/illness to an employee's immediate family member as prescribed in the Family/Medical Leave policy.

Please be reminded that a Physician Certification form #207A must be completed and submitted to the Human Resource Department, in order to receive your compensated sick leave credits.

If you have any questions regarding this policy please contact me at 716-366-7792 ext. 212.

Thank you.