

Bethany Life Communities	Effective Date: 03/12/2007	Revised Date:
<i>Sick Leave</i>	Page 1 of 1	

Policy

Sick Leave ceased accumulating on June 27, 1999. The leave accrued up to that time was retained by those team members. The “available sick leave” amounts are being converted into “available PTO” on a one-to-one hourly basis.

Policy Interpretation and Implementation

- ✓ The conversation will take place as soon as is practical/possible after the circulation of this policy.
- ✓ Team members whose total available PTO exceeds the 400 hour maximum because of this conversation will be allowed to maintain that amount until their employment anniversary in 2008.
- ✓ After employment anniversaries in 2008, PTO exceeding the 400 hour maximum will be lost.