

Please copy this form and complete it for each new sick time plan. Please fax the completed form to (937) 485-4039.

Our dealership is requesting a new Sick Time Plan. Our client number is \_\_\_\_\_.

We also want this plan set up in the following client branches (if applicable): \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_.

### Part 1: Sick Time Plan Basics

1. How should this sick time plan be 'named' (up to 4 characters, e.g. 'SICK' or 'SIC2')? \_\_\_\_\_

2. Describe in general terms how the sick time plan works.

When does the employee receive their first distribution of sick time? (i.e.: on their hire date (1<sup>st</sup> day of work), 4 months after hire date, January 1<sup>st</sup>, etc.)

How often is sick time distributed?

How much sick time is distributed at different lengths of employment thresholds? (i.e.: 2 days for first year distributed after 4 months, 6 days on January 1<sup>st</sup> each year, etc.)

Any other details about the sick time plan:

3. Do you want the available sick time to print on the employee's check stub? \_\_\_\_\_ If so, what format should be used? (please circle one)

Whole days (e.g. 8 days)

Partial day, in tenths (e.g. 8.5 days)

Whole hours (e.g. 44 hours)

Partial hours, in tenths (e.g. 22.5 hours)

4. An employee has 16 hours of sick time available. He takes 24 hours of sick time on March 2, 3 and 4, and his eligibility date is March 4 (when his next paid sick time hours are distributed). Is it OK for the system to show the 8 hours as a 'negative' balance? \_\_\_\_\_

5. If an employee is terminated before reaching the date they receive sick time, is there compensation? If so, please describe: \_\_\_\_\_  
\_\_\_\_\_

**Part 2: Example Employees**

When setting up a new sick time plan, we need to have several examples. For each example, please list the sick time accruals for the next 5 years (or longer to determine how carryover works) in a spreadsheet.

**Example 1:** Employee is hired today who takes all sick time during each year.

**Example 2:** Employee doesn't take any accrued sick time for the first 4 years of employment, and then takes all available paid sick time. Once the sick time is used, the employee doesn't take sick time again for 6 years. (Note this does seem to be an odd example, but it demonstrates how sick time 'carries over' year after year.)

**Example 3:** Employee is hired on July 15 of last year (as a part time employee), and is moving to full time status today.

**Additional Examples:** If your sick time plan is based on a calendar date (like January 1) instead of an anniversary date, examples need to be included for someone with a hire date of 1 week before the calendar date, on the calendar date, and one week after the calendar date. For example, if your plan is based on January 1, we need example employees hired on December 27, January 01, and January 04.

The columns for the example employees should be similar to this:

Date	Event	Hours Accrued	Hours taken/paid	Hours Remaining/ Carried over	Note
01/01/2011	Hire	0.00	0.00	0.00	Hire Date
05/01/2011	Eligibility Date/ Distribution Event 1	16.00	0.00	0.00	First accrual after 4 months of service
01/01/2012	Distribution Event 2	48.00	0.00	64.00	Second accrual, all time is carried over
05/15/2012	Sick Time Used		8.00	56.00	Took one sick day
01/01/2013	Distribution Event 3	48.00	0.00	64.00	Max of 8 days allowed

**Part 3: Copy of the Sick Time Policy from the dealership Employee Handbook**

Please scan/fax the sick time policy pages from the dealership Employee Handbook and include them for our reference.

**Part 4: Special notations regarding this Sick Time Policy**

As you complete the information above (especially the example employees), you may have some special notations to make about your sick time plan. Please include those notes here.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Title \_\_\_\_\_

Dealership Name \_\_\_\_\_

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**Confidential and Proprietary Information of Reynolds and Reynolds.**

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