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- NORFOLK DIVISION -
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TO: All Registry Personnel

FR: Register McDermott

RE: Sick Time Review

Please be advised I have finished a complete review and analysis of the use of sick time for all employees. While I recognize that sick time is a benefit that is extended through a negotiated contract, it's *INTENT* is as an insurance policy for untimely illnesses and, God forbid, more serious ailments requiring extended leave.

While I recognize that illness does, in fact, occur thus requiring time off, I must emphasize and stress that sick time ought to be used at a minimum and with discretion. Minor aches and pains, effects of a prior nights celebratory activity, and doctors appointments ought **NOT** result in taking a full sick day. Doctors appointments should be made on weekends whenever possible or, in the alternative, first thing in the morning, at midday, or late in the afternoon to allow you to work at least a partial day. If you need to take a few hours in the morning to jump start a particularly tough morning, use a couple of hours of sick time and then try to get yourself to work.

Certainly, any symptoms that would be evaluated as contagious (normally high fever) warrant the day at home loading up on chicken soup, vitamins and an emergency trip to the doctor for some antibiotics (which usually get you back to work in a day or two).

In the past, I have adjudicated that any employee who does not have a minimum of 22.5 hours of sick time accrued (3 days) will receive a letter of concern from me and will be required to meet with me to discuss your individual circumstances as to why extensive sick time is being used.

In the event that an employee is out of sick time as well as exhausting personal and vacation time, resulting in being placed "off the payroll", I will begin disciplinary proceedings which may lead to termination from employment with the Trial Court.

I will be issuing individual letters to those in violation of this policy by the end of the week.

Under the current staffing levels, we can't afford to have employees who abuse the sick policy.

As a reward to those who have made an extra effort by not using their allotted 2008 sick time (112.5 hrs), I have decided to reward each employee who only used up to two-thirds (74.25 hrs) of their annually allotted sick-time leave by granting a half day compensatory time to be used by January 2, 2009. Those eligible have been notified. I will potentially use a similar reward program for next summer.

If you feel that you should have been eligible or have questions about this incentive plan, please feel free to discuss it with Lisa or me.