

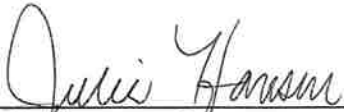
**BENCO
Personnel Manual**

EXCESSIVE ABSENCES FOR SICKNESS

If Benco determines that an employee has established a pattern of calling in sick, Benco will take necessary action to reinforce expectations regarding dependability and reliability.

When a pattern of excessive absence has been determined by a doctor to be medically necessary Benco will work with the employee to come to a resolution. Benco will determine if the employee is eligible for FMLA, OFLA or taking a leave of absence.

If a pattern of calling in sick has not been deemed medically necessary by a doctor Benco will take corrective action. This could include a documented discussion with the employee or further disciplinary action up to and including termination.

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22