

## **Employee Illness**

### **Contagious Illness and Remote Work**

- If an employee is diagnosed with a contagious illness by a medical provider that is serious enough to prohibit the employee from entering the office, CBE expects the employee to speak with their Leader to explore the possibility of working from home, considering their individual circumstances and needs. In cases where remote work is not feasible, employees are required to use their accrued PTO, Personal Time, and/or Instances to cover their absence. If the employee does not have any available time off, CBE provides the option of approved unpaid time off with the submission of a doctor's note indicating dates needing excused to recover from the contagious illness.
  - Some examples of contagious illnesses that would prohibit an employee from entering the office are: Covid-19, strep throat, pneumonia, laryngitis, pink eye, influenza, or gastroenteritis.

### **In-Office Work with Illness**

- If an employee is feeling unwell but is permitted to work in the office, CBE requests that the employee wear a mask to prevent the potential spread of illness to their colleagues. In cases where an employee chooses not to work, they must use their PTO, Personal Time, and Instances to cover their absences. If the employee does not have any available time off, they will take non-CBE approved unpaid time off.

### **Absence Reporting**

- In the event of any illness preventing an employee from reporting to their scheduled shift, the employee must follow the standard call-out policy and notify a member of management promptly. We understand that diverse and inclusive support is essential during times of illness, and we are committed to providing the necessary assistance to our employees while maintaining a safe and inclusive workplace for all.

### **General Doctors Note Policy**

- Employees who have no benefit time to cover their absence can submit a doctor note one time a month to excuse up to three days for the employee (themselves) or their minor dependent(s). The employee must return this note to their Leader upon return with date(s) of excuse and date(s) seen. Please note, this visit must be an unscheduled visit. Scheduled medical appointments must be covered by an employee's own benefit time and/or instance. For information, please review CBE's Handbook for this specific policy outline.