Doctor’s Visits
The intent of this benefit is to provide paid time for medical and dental appointments that cannot be scheduled outside of normal working hours or during the lunch hour. Continuing non-exempt (hourly) and exempt (salaried) employees who have completed their introductory period and are scheduled to work 1450 hours or more during the fiscal year are eligible for this benefit. Employees shall be paid for the time they spend at a doctor visit as long as they report to work for at least a portion of the work day. Except for in the case of emergencies, employees should give five (5) days’ notice of a medical or dental appointment to their immediate supervisor. An employee will not be paid more than their regularly scheduled time for the day of the doctor visit. This benefit is for employee’s medical visits only; dependents/family members are not covered.