

Sick Leave

Goodwind Development Corporation provides regular, full-time, and part-time employees with paid sick days. Employees become eligible for sick days after completing 3 months of employment.

If you must be absent from work for sick leave, full-time employees will accrue paid sick leave at 5/12 (.42) Days per month, for up to five (5) days per calendar year.

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if an employee needs time off for scheduled medical procedures.

Unused sick days may not be accumulated from year to year.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses 2 or more consecutive days because of illness, **Goodwind Development Corporation** may require the employee to provide a physician's written permission to return to work.

Except as required by Guam law, unused sick days are forfeited when an employee's employment ends for any reason.

Revision #1

Created 23 April 2026 22:36:12 by Ellaine Aranas

Updated 23 April 2026 22:37:50 by Ellaine Aranas