



**GENESEE COUNTY ROAD COMMISSION**  
**Human Resources Department**

**MEMO**

**DATE:** March 13, 2020  
**TO:** GCRC Exempt and Salary At-will  
**FROM:** Donna Poplar, Human Resource Director  
**RE:** Allotted Call-In Sick Days

In accordance with the November 5, 2019 approval of the newly revised Genesee County Road Commission (GCRC) Employee Handbook **exempt employees** and **salary at-will employees** are limited to 40 hours of Call-in Sick days per calendar year. Any Call-in Sick days that exceeds 40 hours, the employee will be required to use vacation and/or personal days, if not available, a No-Pay day will be enforced.

All Division Directors have received the newly revised GCRC Employee Handbooks for employee distribution. If you don't receive your Employee Handbook on or before March 20, 2020, please contact Monica Pearson @ ext., 251, or Ruth Laberge @ ext., 221.

Thank you.

/dp