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Last Approved: 12/30/2021
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Owner: Michele Mazanec: HR Director
Policy Area: Personnel Policies and Procedures
References:

Mental Health Days

Policy:

In order to support the mental health and wellness of our employees, Centrex Rehab offers two excused mental health call-ins during each calendar year, effective 1/1/2022. Additionally, employees may access their available EIT to cover their allotted mental health call-ins.

Procedure:

- Employee may call in to take a mental health day up to 2 times per calendar year.
- By virtue of stating “mental health day” when employee calls in, the absence will be considered excused with no questions asked.
- Human Resources will track the allotment of these mental health call-ins and apply available EIT or PTO to the employee’s timecard, up to the employee’s standard daily work hours on file with HR.
- If no EIT or PTO is available, then the employee may take the mental health day unpaid.
- The mental health call-in should NOT occur on the work day immediately before/after one of the major holidays: New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, or Christmas.
- If by chance the mental health call-in does occur on the work day immediately before/after a major holiday, then the absence must be accompanied by a doctor’s note to be considered excused and to receive holiday pay, if applicable.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Michele Mazanec: HR Director	12/30/2021