Sick Leave HR 300.1:

Purpose

To provide employees with salary continuance during periods of absence from work due to personal illness, injury, pregnancy, childbirth or related medical conditions, or illness or communicable disease within the immediate family.

Applicability

All faculty and staff.

Source

The College Policy and Family Medical Leave Act (FMLA) of 1993.

Policy

Sick leave is a benefit provided by the College to protect employees and assure their pay for a period of valid personal illness and medical appointments. The College recognizes that there are other occasions, for example, due to illness in the employee’s immediate family or appointments for professional medical services, when he or she needs to be absent from work. For these occasions and whenever possible, employees should receive advance approval from their supervisor for an excused absence that will be charged to sick leave. Employee absences that are not approved by the immediate supervisor will be recorded as unexcused absences.

Sick leave is not to be abused or interpreted as additional vacation leave. No payoff is given for unused sick leave upon termination of employment.

Use of Sick Leave:

Sick leave may be used only when an employee:

1. Is unable to perform assigned duties because of illness, injury, pregnancy, childbirth, or related medical conditions;
2. Must be absent from work to obtain health-related services not reasonably available before or after the employee’s regular work hours; or

3. Is absent due to illness or communicable disease within the employee’s immediate family, established household, or situations that place primary responsibility for care on the employee.

The employee’s supervisor must approve all requests for use of sick leave. A Request for Leave of Absence form must be completed by the employee and filed in the Office of Human Resources. An employee may be required to furnish satisfactory proof of illness or injury when absent for three or more consecutive days or if the employee has exhibited a pattern of possible leave abuse. The College reserves the right to retain the services of an independent physician to obtain a second opinion concerning an employee’s illness.

Sick leave may be used only in minimum increments of one (1) hour.

As a rule, sick leave should be taken only after it has been earned. This should not preclude a reasonable degree of flexibility in particular circumstances. For example, if, due to unusual personal circumstances, an employee needs to "borrow" a few sick days that have not yet been earned, this could be permitted with the supervisor’s, area vice president’s and associate vice president for human resource’s approval. If the employee separates from the College before the “borrowed” sick time has been earned, an amount equal to any borrowed, unearned sick leave will be deducted from the employee’s final paycheck to reimburse the College.

Upon use of all sick leave, the employee may, if desired, request to use accrued vacation time or request a leave without pay.

**Sick Leave While on Vacation:**

With the supervisor’s approval, an employee may change authorized vacation time to sick leave when the employee experiences a major illness or injury while on vacation.
Accrual and Accumulation:

Eligible faculty and staff will accrue sick leave credit at the following rates:

<table>
<thead>
<tr>
<th>Type of Employee</th>
<th>Accrual per Month</th>
<th>Accrual Per Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1 day</td>
<td>12 days</td>
</tr>
<tr>
<td>Provisional</td>
<td>1 &quot;</td>
<td>12 &quot;</td>
</tr>
<tr>
<td>Temporary</td>
<td>0 &quot;</td>
<td>0 &quot;</td>
</tr>
<tr>
<td>Part-time staff</td>
<td>½ &quot;</td>
<td>6 &quot;</td>
</tr>
</tbody>
</table>

(Must regularly work at least 20 hours/week)

For purposes of determining accrued sick leave, accrual begins the month the person begins working, provided the date of employment is the 16th of the month or earlier. Otherwise, accrual begins the following month. Accrual continues through the month of termination if termination is the 15th of the month or later. If termination is before the 15th of the month, accrual stops at the end of the previous month.

Employees may accumulate up to a maximum of thirty (30) sick days.

Initiation of Sick Leave Accrual:

New and rehired employees begin accruing sick leave on their first day of employment.

Rehired Employees:

Employees who are rehired by the College within six (6) months after termination will be credited with all unused sick leave accumulated at the time of termination.

Transferring Employees:

Employees who transfer from one department to another retain the accrued sick leave balance. The new employing department assumes liability for the accrued sick leave hours of the transferred employee.

Employees on Paid Leave:
Sick leave continues to accrue for eligible employees while on paid leave.

**Employees on Unpaid Leave:**

Sick leave will not accrue for eligible employees while on unpaid leave.

Note: Leave under the Family Medical Leave Act (FMLA) is not an additional leave; rather, it is to be used concurrently with this policy. (See HR 300.10.)

**Revision History**

Last revision completed on 1.1.2008.