

Leave

Frequently Asked Questions

Sick Leave

1. Question: How is sick leave earned?

Answer:

- Full-time employees earn 10 days (80 hours) of leave per fiscal year.
- Sick leave is earned prior to using by all full-time non-exempt (hourly) and exempt (salary) employees excluding faculty and administrative employees.
- Faculty and Administrative employees receive 10 days at the beginning of their contracts for a full year.
- New employees not starting on the first day of the fiscal or academic year will have leave pro-rated for each full month of employment.
- Leave will be rounded to the nearest quarter hour.

2. Question: What is the maximum amount of leave that I can accrue?

Answer: Sick leave accrues to a maximum of 40days/320 hours.

3. Question: Can I use my sick leave for bereavement?

Answer: Yes, sick leave may be used for bereavement. Bereavement covers the following individuals: spouse, brother, sister, children, parents, parents-in-law, grandchild(ren), grandparents or a person who makes their home permanently in the household of the employee. Two days of bereavement is allowed as a deduction from the employee's sick leave bank for individuals not defined as family or in household.

4. Question: I have used all my sick leave. Can I use my vacation leave in place of sick leave?

Answer: Yes, after all sick leave is exhausted you may use other types of leave you have available such as vacation and personal. Those who receive comp time may use this type of pay after all sick leave has been exhausted.

5. Question: Can I make up time missed for sick leave?

Answer: Yes, hourly/non-exempt employee may make up time during the same work week the sick leave occurred. Work week is Sunday through Saturday. Leave made up must be submitted by e-mail to sick@sccc.edu.

A salaried/exempt employee may make up time or trade time with approval from their supervisor. To trade time the following guidelines apply.

1. Time traded must be time where actual work is required.
2. A leave request must be submitted showing actual days taken and days traded.
3. Time has to be approved by supervisor and administrator.
4. Leave made up must be submitted by e-mail to sick @sccc.edu.

6. Question: I'm having surgery. How soon do I need to inform my supervisor?

Answer: Immediately inform your supervisor and Human Resources. You may qualify for disability benefits or family and medical leave.

7. Question: When does disability benefits start?

Answer: Disability benefits start on the 11th day of an illness or the first day of an injury. Disability pays 70% of your weekly wage up to \$600 weekly for all employees except administrators. Maximum amount for administrators is \$650 weekly. Disability benefits interface with sick leave.

8. Question: Do I need a return to work/medical release when returning to work?

Answer: A return to work/medical release is required when an absence is greater than three days. A release is also required after being released from the hospital or after an in- or out-patient procedure. Release needs to state employee may return to full- or part-time work, restrictions such as limits on lifting, walking, etc. and date of return.

9. Question: What is Family and Medical Leave (FMLA)?

Answer: FMLA requires the College to provide up to 12 weeks of unpaid job-protected leave to “eligible” employees for certain family and medical reasons.

Leave must be granted for the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee’s job.

More information may be obtained from Human Resources and by reading the Policy 620, FMLA and FMLA Procedures found in the Policies and Procedures Folder located at www.sccc.edu/go/hrforms.

10. Question: Do I have to use sick leave during worker’s compensation leave?

Answer: Yes, sick leave is used during your time off. Worker’s compensation will pay an income benefit after the first week of absence. Your sick leave will be used to supplement your pay to 100%, until all sick leave has been used. Other types of leave may be used after exhausting all sick leave.

11. Question: As a faculty member how many hours do I use for full day absences?

Answer: Eight hours a for full day’s absence. For partial days submit leave for the number of work hours missed.

12. Question: What is encumbered sick (e-sick) leave?

Answer: E-sick is sick leave received in excess of 40 days/320 hours at the start of a fiscal year. E-sick does not carry-over from one fiscal year to another.

13. Question: What is Well Pay?

Answer: Well Pay is the paying of unused encumbered sick (e-sick) leave. Pay will be received for full days in excess of five days. Time is figured at the end of day June 30 and paid with the following July’s regular pay. For more information see Well Pay Policy 627 and Well Pay procedures.

14. Question: How private are my sick leave and health records?

Answer: Sick leave records are kept in your personnel file and are available on a need to know basis. Health records are kept separate from the personnel file as required by law are available on a need to know basis.

Annual Leave:

1. Question: Who earns annual leave?

Answer: Full-time employees working in 12-month positions.

2. Question: How is annual leave earned?

Answer: After July 1, 2005: Salaried/exempt employees earn leave at 2 days per calendar month worked. Hourly/non-exempt employees earn leave at 1 day per calendar month worked. After working two full fiscal years a hourly/non-exempt employee will earn 1 ½ days of leave per calendar month worked. Leave requests will show a negative balance for leave used during the fiscal year leave is earned.

3. Question: When can I start using my annual leave?

Answer: Annual leave may be taken after the first full calendar month worked. Only leave earned may be taken.

4. Question: How many days can I carry over?

Answer: Annual leave is earned during the fiscal year worked and received on July 1 of the next fiscal year. Leave may be used during the fiscal year worked but cannot be carried over past the fiscal year received.

5. Question: How many days of annual leave can I take at one time?

Answer: Ten.

6. Question: Can I use my annual leave to attend a funeral?

Answer: Sick leave must be used for bereavement/funerals for the following individual's spouse, brother, sister, children, parents, parents-in-law, grandchild(ren), grandparents or a person who makes their home permanently in the household of the employee. Two days may be used each fiscal year for individuals not defined as family and in household. Annual leave may be used for all other individuals.

7. Question: May I use annual leave instead of sick leave?

Answer: No, if you are absent due to an illness, doctor's appointment, illness of a covered family member, funeral, etc. sick leave must be used.

8. Question: Do I have to request a full day increment?

Answer: No, increments start at ¼ hour.

9. Question: How do I request annual leave?

Answer: Complete a leave request form, then forward to your direct supervisor. Your supervisor will forward your request to the appropriate administrator who will then forward to Human Resources for processing.

Bereavement Leave:

1. Question: Do we have bereavement leave?

Answer: Yes, sick leave may be used for bereavement. Bereavement covers the following Individuals: spouse, brother, sister, children, parents, parents-in-law, grandchildren, grandparents or a person who makes their home permanently in the household of the employee. Two days of bereavement is allowed as a deduction from the employee's sick leave bank for individuals not defined as family or in household.

Campus Closings:

1. Question: How do I find out about campus closings due to inclement weather?

Answer: Listen to local radio and television stations. A decision to close will normally be made in advance of start time.

List of radio stations:

KKBS (fm)	92.7
KJIL (fm)	99.1
KSLS (fm)	101.5
KSCB (fm/am)	107.5/1270
KULY (am)	1420
KYUU (am)	1470

List of television stations:

KBSD (Dodge City)/KWCH (Wichita)	CBS
KUPK (Garden City)/KAKE (Wichita)	ABC
KSNG (Garden City)/KSNW (Wichita)	NBC
KVII (Amarillo)	ABC

Other:

SCCC Webpage
SCCC Electronic entrance marquee sign

2. Question: What happens if I have to work and campus is closed due to inclement weather?

Answer: During a weather related closing, all full-time employees are paid their normal pay. If you come in to work no extra pay will be received except to those hourly/nonexempt employees required to be at work for time longer than their regular schedule.

Holiday Leave:

1. Question: What holidays are paid?

Answer: The following holidays are recognized for all full-time employees. Full-time non-faculty employees employed for ten (10) months will only receive holiday pay for the time they are actively employed on campus.

Independence Day	Thanksgiving Day (3)	Martin Luther King Day
Labor Day	Christmas Day (2)	Pancake Day
Columbus Day	New Year's Day	Good Friday
		Memorial Day

2. Question: What happens if I have to work the holiday?

Answer: You will receive your normal pay.

Jury Duty:

1. Question: What happens when I get called for jury duty?

Answer: Inform your supervisor upon receiving notice when and where you are to serve. After serving, submit a leave request for time missed along with a copy of your summons. Time will be paid and not counted towards leave.

2. Question: Do I need to turn in the money received for jury duty?

Answer: No, the money is yours to keep.

No Leave Available:

1. Question: I've used all my leave what happens if I'm sick or need to take off time because of personal business?

Answer: Time may be traded or taken off without pay. When trading time certain guidelines apply.

1. Days traded must be days where actual work is required.
2. A leave request must be submitted showing actual days taken and days traded.
3. Time has to be approved by supervisor and administrator.

2. Question: I don't have any leave available, can I trade time?

Answer: Leave may be traded with the following guidelines.

1. Time traded must be time where actual work is required.
2. A leave request must be submitted showing actual days taken and days traded.
3. Time has to be approved by supervisor and administrator.