

Sick Leave Procedures

Approved: Deans' Council Aug 5, 2002
Revised July 1, 2008

Purpose

Paid sick leave is a benefit provided by the college to enable employees to continue on paid status during *illness* or *bereavement*. Sick leave can only be used for specific purposes and may not be used as annual leave.

Eligibility

Full-time employees receive sick leave.

Reasons for Granting Leave

An eligible employee is entitled up to a maximum of 40 days of leave for the following reasons: (1) *illness* of employee; (2) *illness* of immediate *family* (spouse, brother, sister, children, parents, parents-in-law, grandparents or grandchild(ren)); (3) *illness* of a relative who makes their home permanently in the household of the employee.

Earning of Leave

Non-exempt employee (hourly) earns sick leave at the rate of .833 days per full month worked with accumulation of leave not to exceed 40 days.

Exempt employee (salary) receives 10 days of sick leave at the beginning of each fiscal year's contract with accumulation not to exceed 40 days. Encumbered sick leave may be received if employee's leave balance at the start of a fiscal year is in excess of 40 days.

Use of Leave

Employee needs to notify supervisor as soon as possible of unscheduled time off.

Faculty have special procedures which are found in the instructional handbook.

Faculty time off will be processed in quarter (1/4) hours up to a whole day of absence. A whole day of absence, no matter the number of hours scheduled, will be charged as 8 hours for processing of leave.

Staff time off will be processed in quarter (1/4) hours.

When a holiday falls during the time employee is on sick leave, the holiday will be charged as holiday and not as sick leave.

Illness occurring during annual leave may be replaced with sick leave. Each request for change will be evaluated case by case.

For a work related injury or disability, sick leave may be used to make up the difference between worker's

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compensation or short-term disability benefits.

To ensure that an employee does not return to work before they are able, any employee who is absent for more than three consecutive work days because of an extended *illness* will be required to have a return to work/medical release from a health care provider before returning to work. A return to work/medical release will be required for all *medical procedures*. Release needs to state when employee may return to work and restrictions such as reduced hours, walking, lifting, etc.

Plan Specifics

Sick leave may not go into a negative balance.

Absences must be reported on a Leave Request form, which may be obtained from employee's division/department or Human Resources.

Annual leave may be used after encumbered sick and/or sick leave is exhausted.

Supervisor needs to ensure application of sick leave is proper and consistent.

It is the responsibility of each supervisor to ensure all leave requests are submitted for employees in their departments.

The Human Resources Office maintains the official sick leave accrual and use records.

Employees with accumulated sick leave upon separation from the college will forfeit any and all sick leave benefits.

Definitions

Bereavement

Absence due to bereavement /funeral attendance of a *family* member. Two days of sick leave may be used each fiscal year for non-defined family members or in household.

Illness

Sick, disability, medical/dental/optical appointments, pregnancy and work related injury.

Encumbered Sick Leave

Sick leave received in excess of 40 days at the start of a fiscal year, not to exceed ten (10) days. *Encumbered sick* leave will be used prior to sick leave. *Exempt employees only.*

Example:

6/30/xxxx	Leave balance	31 days
7/01/xxxx	Receives	10 days
	Balance	41 days

Encumbered Sick Leave = 1 day

Sick Leave = 40 days

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Exempt

Employee not subject to overtime as defined by Fair Labor Standards Act.

Family

Spouse, brother, sister, children, parents, parents-in-law, grandparents, grandchild(ren), or a relative who makes their home permanently in the household of the employee.

Full-time

An employee who is scheduled to work thirty (30) or more hours a week.

Medical Procedure

In- or out-patient surgery.

Non-Exempt

Hourly employee.