

Board Policies

PERSONNEL

311.00 SICK LEAVE – FULL-TIME NON-FACULTY EMPLOYEES

All regular, full-time, non-faculty employees earn sick leave pay at the rate of one (1) working day [eight (8) hours] per month. Employees are eligible to use accrued sick leave after the first month of full-time employment. Unused sick leave is cumulative to a maximum of one hundred (100) working days [eight hundred (800) hours]. The College will pay each full-time, non-faculty employee with sick leave in excess of one hundred (100) days twenty-five dollars (\$25.00) per day over the one hundred (100) day maximum accumulation limit. Sick leave pay is calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation such as overtime or shift differentials.

- Sick leave shall be granted for personal illness only; however, it may be considered for serious illness or death of immediate family members. Immediate family, for purposes of this policy, includes spouse, child, parent, grandparent, grandchild, sibling, mother or father-in-law, son or daughter-in-law, and brother or sister-in-law. In addition, sick leave may be utilized by the employee parent of a minor child to provide care as required due to illness or need for medical treatment of the child or for care of spouse, parent, or adult child per FMLA guidelines. Use of sick leave for immediate family as defined above is not automatic and is contingent upon the recommendation of the immediate supervisor, approval of the appropriate administrator, and the needs of the college at the time of the request. Absence is not to exceed a reasonable amount of time, usually three days. More time may be granted at the recommendation of the supervisor and approval of the appropriate administrator.
- Employees must take sick leave in at least half-hour increments. Employees absent for an entire day must claim eight (8) hours of sick leave during regular operating hours and adjusted appropriately for summer hours. Absences of more than two (2) days may require certification by a physician before the salary for the period of absence is paid. Employees desiring to use sick leave for any reason should make arrangements with their supervisor as far in advance as possible and submit a sick leave request. If not completed before the absence, employees must submit a sick leave request on the first day of return to duty.
- Employees may utilize accumulated vacation leave in lieu of sick leave.
- Employees on paid sick or vacation leave will continue to accrue paid sick leave benefits as provided by the College. Employees on unpaid leave are not entitled to accrue sick leave. This applies to employees receiving income replacement benefits such as short-term disability, long-term disability, or workers' compensation. However, employees on eligible military leave may be entitled to reinstatement of all benefits that would have been accrued but for being absent on military leave upon returning from military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Please see policy 315.00 for leave related to the Family and Medical Leave Act (FMLA).
- Absences in excess of accumulated sick leave are deducted from the employee's salary for the amount in excess of accumulated leave. See attendance policy 321.00 for guidelines regarding excessive absences.
- Employees who have encountered a qualifying event such as childbirth, placement of a child for adoption, or catastrophic illness or injury and who do not have sufficient sick leave or vacation days may apply for days from the Sick Leave Bank/Paid Parental Leave.

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- Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee. Such illness or injury must be severe enough to force the employee to exhaust all personal leave (sick and vacation) and potentially lose compensation.
- Parental leave is defined as leave granted during the first four (4) weeks immediately following the birth of a child or placement of a child with an employee in connection with adoption. The purpose of paid leave is to enable employees to care for and bond with their newborn or newly adopted child.
 - In no case will an employee receive more than four (4) weeks of paid parental leave in a rolling 12-month period.
 - If the employee is approved for leave beyond the four (4) weeks of paid parental leave, they must use their sick and vacation time.
 - Employees not returning to work after paid parental leave may be required to reimburse the sick bank hours used with the employee's remaining leave hours.
- All applications for Sick Leave Bank/Paid Parental Leave for catastrophic illness or injury must be accompanied by a licensed physician's statement which states the beginning date of the condition, a description of the illness or injury, and the anticipated date the employee will be able to return to work. Employees whose sick leave days from the bank are not required to pay them back.
- Full-time employees, including those employees who have contributed to the bank and who have been employed by the College for one full year, may apply for Sick Leave Bank/Paid Parental leave.
- Sick leave bank days run concurrently with FMLA.
- Approved applicants may be granted days from the requested start date until a combination of their sick leave, vacation days, and bank days have reached a maximum of one hundred twenty (120) days or until the bank is exhausted. Each day equates to 8 hours. Days may be taken in whole or half-day increments.
- Employees may qualify for absence-without-pay under the same provisions as professional employees provided written permission is given by the employee's supervisor and approved by the appropriate administrator.
- Sick leave will only be paid out to an employee upon retirement per the requirements set forth in policy 314.00 Retirement Benefits.

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