

AP 311 - SICK LEAVE PROCEDURE

Associated Board Policy: 311.00 – Sick Leave – Full-time Non-Faculty Employees

Procedure Owner: Human Resources Generalist

Related Procedures: none

I. Procedure Scope and Purpose

This procedure addresses the process for administering the Employee Sick Leave Bank/Paid Parental Leave. The Sick Leave Bank/Paid Parental Leave Bank shall be established through hours donated by full-time College employees to provide a benefit to employees who have encountered a qualifying event such as childbirth, placement of child through adoption, or catastrophic illness.

II. Definitions

Catastrophic Injury or Illness: 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 in nature to force the employee to exhaust all accumulated personal time earned by the employee and to, therefore, potentially lose compensation.

- A. Catastrophic illness or injury must require the services of a licensed doctor of medicine who is authorized to practice medicine or surgery, as appropriate by the state in which the doctor practices.
- B. Prior to granting sick leave from the bank, the employee must have utilized all accumulated personal time off (sick and vacation).
- C. A combination of the employee's personal time off (sick and vacation) and the days drawn from the sick leave bank may not exceed one hundred twenty (120) days (960 hours) total.

Parental Leave: Parental leave is defined as leave granted during the first consecutive 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 the employee to care for and bond with their newborn or newly adopted child.

- A. In no case will an employee receive more than four weeks of paid parental leave in a rolling 12-month period.
- B. If the employee is approved for leave beyond the four weeks of paid parental leave, they must use their accrued personal time off (sick and vacation).
- C. 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.

III. Procedures

- A. Donation of Hours for Sick Leave/Paid Parental Leave
 - 1. An employee may donate, on a voluntary basis, to the sick leave bank a minimum of one (1) day (8 hours) to a maximum of five (5) days (40 hours) on or before August 20, each year using the Employee Sick Leave Bank Donation Form.
 - 2. Once sick leave has been donated to the sick leave bank, it cannot be restored to the individual who made the donation.

3. Employees may not designate a particular employee to receive their donated time.

B. Requesting Sick Leave/Paid Parental Leave

1. An employee who has been employed full-time by the College for more than one-year may apply for sick leave bank days.
2. An eligible employee who wishes to apply for Sick Leave Bank/Paid Parental Leave, must complete the attached Request for Employee Sick Leave/Paid Parental Leave Form.
3. An employee requesting either sick or parental leave must have the completed, approved Family and Medical Leave paperwork on file with Human Resources.
4. Prior to receiving sick leave from the bank, the applicant must have utilized all of his/her accumulated personal time off.
5. Employees who use sick leave days from the bank for a catastrophic injury or illness are not required to pay them back. Employees not returning to work after paid parental leave may be required to reimburse the sick leave bank using the employee's remaining personal time off.
6. A combination of the employee's sick leave and vacation days and the days drawn from the sick leave bank may not exceed 120 days (960 hours) per qualifying event.

C. A sick leave bank committee will make recommendations relative to the distribution of days and the eligibility of the employee for sick leave bank days. The Vice President of Finance and Administration shall serve as the ad hoc committee chairperson, including the VP of Academics, CEA president or designee, Director of Human Resources, Administrative Assistant to the President, and one hourly staff position.

D. Days in the sick leave bank may be distributed until the bank is exhausted.

IV. Effective Date(s)

This procedure first became effective: July 10, 2023
Revised: February 27, 2024

V. Signature and Title

This procedure is implemented by: Megan Sweaney
Title: Director of Human Resources