

## **Paid Sick Leave Policy**

The College recognizes that employees may suffer illness or injury precluding them from working. Paid Sick Leave can be used to care for the employees' own personal illness or that of an immediate family member (see definition below).

Sick Leave is calculated on an accrual system (see below accrual schedule) and continues to accrue until the Maximum Earning Cap is met.

New employees begin accruing the first pay period following their date of hire; based on the hire date the first month may be pro-rated. All new full-time employees will receive 240 hours or six weeks of Sick Leave in their "account." Part-time employees will receive 120 hours or 3 weeks in their "account" on their hire date.. Employees who work 40 hours per week and work for 10 months out of the year will earn Sick Leave during the months in which they are working. All new full-time 10 month employees will receive 200 hours or five weeks of Sick Leave in their "account." Employees who work 20-39 hours per week and work for 10 months out of the year will earn Sick Leave during the months in which they are working. All new part-time eligible 10 month employees will receive 100 hours of Sick Leave in their "account." Temporary or seasonal employees are not eligible for paid sick time

Paid Sick leave is to be used strictly for absences due to personal illness or that of an immediate family member. Unused, accrued sick time is not paid to the employee upon termination. At the supervisor's discretion, any absence may require a note from a physician. A physician's note is required for absences extending for more than 3 days. Excessive absences will be addressed through the normal performance improvement process. Every employee is expected to use Sick Leave for bona fide purposes only and this time must be recorded.

### **Sick Leave Accrual Schedule:**

#### Full time (scheduled 40+ hours/week):

8 hours/pay period (1 day per month)  
480 hours/ 12 weeks Maximum Earnings Cap

#### Part time (scheduled 20-39 hours/week):

4 hours/pay period (1/2day per month)  
240 hours/ 6 weeks Maximum Earnings Cap

#### Full time 10 month:

6.66 hours/pay period  
400 hours Maximum Earnings Cap

#### Part-time 10 month:

3.33 hours/pay period  
200 hours Maximum Earnings Cap

All forms of paid Sick Leave shall run concurrently with any leave under the Family and Medical Leave Act below and both the College and the employee shall comply with all requirements of the Act in the event of a paid Sick Leave. Paid leave shall be granted only to employees who agree to return to work following the paid

leave. Vacation benefits do not accrue on Sick Leave time and Sick Leave time is not counted in calculating overtime.

**Immediate Family Definition for Sick Leave plan purposes:** Spouse, dependent child, other dependents and parents who depend on you to provide their care.

### **FAQ's for Supervisors and Employees Illustrating the Paid Sick Leave Guidelines**

**Question:** What is the general rule for determining if time missed from work is covered by the paid Sick Leave policy?

**Answer:** The general rule is that paid Sick Leave is granted when the employee is unable to render service because of sickness or disability. Paid Sick Leave can be used for maternity leave and will be treated as any other temporary disability. The disability will begin and end when medically indicated by the employee's physician.

**Question:** How are medical and dental appointments treated under the Sick Leave policy?

**Answer:** Routine dental and medical appointments must be scheduled outside normal working hours whenever possible. If this is impractical, Sick Leave may be used to cover such absences. In "emergencies", employees are encouraged to seek medical attention and Sick Leave covers the full amount of time needed to obtain the "emergency" medical assistance.

**Question:** How should I treat time off needed to take an immediate family member to a medical or dental appointment?

**Answer:** The same rules as apply to employees apply to time off to take a family member to a medical or dental appointment. Routine dental and medical appointments must be scheduled outside normal working hours whenever possible. If this is impractical, Sick Leave may be used to cover such absences. In "emergencies", employees are encouraged to seek medical attention for immediate family members and Sick Leave covers the full amount of time needed to obtain the "emergency" medical assistance.

**Question:** If I need Sick Leave, what are my notification requirements?

**Answer:** When an employee is unable to report to work as scheduled due to illness, the employee must notify his/her immediate supervisor as soon as possible during the first day of absence. Normally, the employee should call prior to the time the employee is scheduled to report to work. When medical appointments are involved, the immediate supervisor should be notified as soon as the appointment is made. All employees, classified and exempt, are required to report Sick Leave time. Classified non-exempt employees will track used sick leave on their time cards. Exempt employees will complete a "Paid Leave Request Form" and present it to their manager for approval. Once approved, the manager will send the form to the payroll office.