

Sick Leave Eligibility and Schedule

All regular, benefit-eligible employees are entitled to sick leave with pay for personal illness, injury, pregnancy, miscarriage, abortion and childbirth. The amount of sick leave is pro-rated for all staff members working less than full-time or less than 12 months in the year.

See the following chart for information on sick leave eligibility and balances:

Sick Leave Eligibility and Maximums by Employee Group	Accrual Rate	Total Annual Sick Leave Accrual for Full-Time employee	Maximum Balances for Full-Time employee
Bi-Weekly (Non-Exempt, Non-Union)			
	.0462 per hour paid	96 hours (12 days)	No maximum
Monthly (Exempt)			
	1 day per month	12 days	No maximum

Sick leave hours are accrued at the end of each pay period based on the employee's current accrual rate, the number of worked (excluding over-time) and/or the employee's budgeted FTE.

Upon termination, bi-weekly employees with 15 or more years of service will be paid 20% of their accrued sick leave balance. Monthly employees are not eligible for sick leave payout.

Bi-weekly employees must record their sick leave utilization in 15 minute increments on their web-time entry electronic timesheet.

Monthly employees must electronically record sick leave utilization on the HUB. The Fair Labor Standards Act requires exempt leave reporting in no less than half-day increments. Timely reporting of exempt leaves is encouraged, and adjustment to leave balances will not be made due to late reporting.

Sick Leave Provisions

Accumulated sick leave may be used for temporary disabilities caused by illness, injury, pregnancy, miscarriage, abortion and childbirth. Absences caused by pregnancy, miscarriage, or abortion are considered temporary disabilities and are covered under the sick leave policy like any other disability due to injury or illness.

A physician's written statement confirming the inability to return to work is required. The College may also request from the employee's physician or other authorized medical authority, evidence of proper recovery from an injury or illness before allowing the employee to resume full or part-time duties or medically restricted work activities. The College reserves the right to have employees examined by a doctor of its choice and to require a second opinion in cases of illness or disability. This policy is to protect both the employee and their co-workers.

Medical Appointments

When it is not possible to schedule a doctor, dentist, or human services appointment for the employee during non-duty hours, time for such appointments may be charged against sick leave accrual for

non-exempt staff. Exempt employees scheduling larger time blocked medical appointments should record medical appointments via utilization of sick time in no less than half-day increments.

Sick Child

An employee may use accrued sick leave for absences due to an illness or injury for the employee's child for such reasonable periods as the employee's attendance with the child may be necessary, just as if personally ill. The amount of paid sick leave available is determined by the amount each staff member has accrued. A child is defined as a person younger than 18 years of age or younger than 20 years of age if still attending school.

Sick Adult Children, Parents, Spouse, Domestic Partner

An employee may use up to two days (16 hours) maximum of accumulated sick leave within a 12 month rolling period for the illnesses for any combination of adult children, parents, spouse or domestic partner. Absence time used for this purpose must be requested in advance of the time off and approved by an individual's supervisor.