

SICK LEAVE PROCEDURE

Related Board of Trustees Policy: BP 2.29

Approval: May 2012

Revision:

The process and eligibility for implementation of the sick leave policy is outlined below:

Eligibility

- All full-time regular and temporary employees who are employed for a period greater than six months, and are actively at work for one-half or more of regularly scheduled workdays in any month shall earn sick leave.
- All part-time regular and temporary employees who work at least 29 hours per week and are employed for a period greater than six months shall earn sick leave on a prorated basis.

Method of Computation

Hours Earned Each Month	Maximum Hours Earned In One Year
• 8	• 96

Maximum Accumulation

- Sick leave is cumulative indefinitely.
- Annual leave in excess of 240 hours on December 31 of each year shall be converted to sick leave.

Advancement

- Sick leave may be advanced up to the maximum amount an employee can earn during the current fiscal year.

Verification

- For any absence of five workdays, the College may require an employee to obtain and present a Certification of Health Care Provider form, available from the Human Resource Office, from the employee's or family member's health care provider, as applicable, attesting to the illness or injury; or at the discretion of the supervisor.

Use of Sick Leave

- Sick leave may be granted for the following reasons:
 - Illness or injury which prevents an employee from performing his/her usual duties
 - Death in the employee's immediate family (meaning the employee's wife, husband, mother, father, brother, sister, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandson, granddaughter, step-mother, step-father, step-sibling and step-child)
 - Reasonable medical appointments
 - Absences due to illness in the employee's immediate family (meaning the employee's spouse, parent, or child, as defined in the policy on family and medical leave, and other dependents living in the employee's household)

- The actual period of temporary disability connected with the birth of a child
 - Conversion of up to three days (24 hours) each school year for personal leave by full time regular faculty.
 - For shared leave purposes.
- Sick leave may not be exhausted for any other type of leave.

Leave Charges

- Sick leave must be taken in minimum units of one hour, for the first hour, and in quarter-hour increments thereafter.

Transferability

- Accrued but unused sick leave from an approved agency or agencies will be transferred to an employee's sick leave account with no maximum accumulation.

Separation

- The sick leave balance is not paid in terminal leave payments when an employee separates from state service.
- Should an employee be separated before he or she has earned all of the sick leave taken, it will be necessary to make deductions from his or her final pay check for over-drawn leave on a day-for-day basis.

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