SICK LEAVE

POLICY

Sick leave provides time off with pay for periods of illness or incapacity resulting from injury. Sick leave may also be used for health-care appointments that cannot be scheduled at times other than during the workday. Additionally, sick leave may be used during the illness of an immediate family member upon approval of the employee's supervisor.

Sick leave for regular full-time employees is accrued at the rate of one-half day per month of service for a total of six (6) days per year. Sick leave may be carried from one year to the next, but the accrual total will never exceed 30 days.

Sick leave for regular part-time employees is accrued at the rate of one-fourth day per month of service for a total of three (3) days per year. The accrual total will never exceed 15 days.

In addition, the president, upon written recommendation of the department head, may grant additional sick leave in extenuating circumstances.

Sick leave will not accrue in any month when an employee is not in a pay status for at least two (2) weeks.

The college requires the use of any available sick leave prior to the use of unpaid leave.

This policy is not applicable to members of the faculty.

No payment is made for unused accrued sick leave upon termination of employment.

PROCEDURES

Each employee is responsible for directly notifying his or her supervisor at the beginning of each working day when illness prevents his or her attendance at work. When an extended length of absence due to illness is required, the supervisor must be kept advised of the expected duration. Depending on the nature of the illness/injury, the Human Resources Department may require additional documentation related to the leave.

Sick leave shall be subject to the judgment of the department head or the director of human resources when there is reason to believe that paid sick leave privileges are being violated by an employee. The supervisor is authorized to request substantiating documentation verifying the cause of the absence.

Approved Request for Leave forms should be submitted to the Human Resources Department for record-keeping purposes.

Future changes to the operations of the college may necessitate changing this or any other policy or benefit. As such, this benefit may be changed, amended, modified or discontinued by the college when, in its sole discretion, the college deems such modification necessary. Any such changes may be implemented with or without notice.