

I. Purpose

The purpose of this policy is to articulate sick leave provisions for employees who are unable to work due to their illness or the illness of an immediate family member. For purposes of this policy, a member of the employee's immediate family is defined as spouse, mother, father, sister, brother, daughter, son, grandfather, grandmother, grandchild, step-parent, step-child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and other members of the employee's household.

II. Scope

This policy applies only to full-time and part-time employees who are not covered by any collective bargaining agreement or an individual written employment agreement with the College.

III. General

1. Sick leave is defined as an approved absence of an employee from work by reason of illness or accident which is non-work related and not compensable under the Worker's Compensation Act. All sick leave and paid time off (PTO) will be paid at the employee's current regular rate of pay.
2. A full-time employee is eligible to accrue paid sick leave on the basis of one (1) day of sick leave for each month of employment, up to a maximum of 150 days.
3. Part-time support and part-time administrators who work at least 20 hours per week are eligible to accrue paid time off (PTO), on the basis of number of hours per year of service, up to a maximum of 200 hours.
4. Full-time employees who are absent from work due to illness shall be permitted to use sick leave days before they are accrued, up to a maximum of the number of days necessary to carry the employee through the qualification period for long term disability insurance.
5. When an employee terminates before the end of the fiscal year, the employee's sick leave days will be prorated. Sick leave credit for new employees shall accrue from the date of employment. An employee beginning work on or before the fifteenth (15th) of any month shall earn sick leave credit for that month. If work is begun on the sixteenth (16th) or after, no credit shall be given for that month. Part-time employees accrue hours for all hours worked or paid.
6. Upon approval, full-time employees may use up to a maximum of 6 sick leave days due to the illness of an immediate family member.

7. Upon approval, part-time employees may use paid time off (PTO) days for personal or immediate family related illnesses.
8. In cases where an employee frequently claims personal illness or when his/her ability to perform assigned duties appears to be impaired, the College may require a medical or psychological statement certifying that the employee is capable of performing his/her assigned duties. When such a medical or psychological statement is required, the physician or psychologist will be selected and paid by the College.

IV. Responsibility

Responsibility for the interpretation and administration of this policy and the establishment of the procedures governing sick leave is delegated to the Executive Director of Human Resources or his/her designee.

Adopted: March 18, 2002

Revised: 6/18/2018