



Divisional Office: Human Resources
SOP Owner: Mary Stroebel
Supports College Policy: Yes
Supports HLC Criterion: No
Criterion: N/A
Approval: N/A

Policy Name: Sick Leave
SOP#: HRPR1004
Revision #: Type here
Implementation Date: 6/18/2018
Last Reviewed/Updated: N/A
Next Review Date: 7/31/2019

Standard Operating Procedure

1. Purpose

This procedure details the accrual and use of sick leave.

2. Scope

This procedure applies to all employees who are not covered by a collective bargaining or an individual written employment agreement.

3. Prerequisites

N/A

4. Responsibilities

The Human Resources Director of Total Compensation, Employment and HR Systems is responsible for managing the sick leave process. (517) 483-1875.

5. Procedure

- a) Employees begin eligibility for sick leave benefits upon start date of employment within an eligible position.
- b) Employees will accrue sick leave benefits based on their position and numbers of hours worked.
- c) Full time administrators accrue 12 days per year earned for months working more than half the month. 6 of these days may be used for Family Care. Annual carryover permitted up to 1200 hours maximum.
- d) Full time support accrue 3.68 hours for each biweekly payroll period for which employee has at least 80 hours of credited service. Paid Sick Leave can be used for employee's health related appointments, illness, injury, or hospitalization; or illness in the employee's immediate family (up to forty-eight hours per year).
- e) Part time support staff accrue leave benefits (PTO) according to the following schedule:



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Years of Service	Paid Time Off (PTO) Accrued
1 st through 2 nd years	5.0% of hours paid
3 rd through 5 th years	6.0% of hours paid
6 th through 10 th years	7.0% of hours paid
11 th through 14 th years	8.0% of hours paid
15 th and subsequent years	9.0% of hours paid

- f) Part time administrators accrue leave benefits (PTO) according to the following schedule:

Years of Service	Paid Time Off (PTO) Accrued
0 to 2 years	5.0% of hours paid
3 to 5 years	6.0% of hours paid
6 to 9 years	7.0% of hours paid
10 to 13 years	8.0% of hours paid
Greater than 13 years	9.0% of hours paid

- g) Employees may view sick leave accruals and usage on the employee self-service portal.
- h) Employees must follow reporting and approval procedures for their department and work unit for usage of sick leave benefits.
- i) Employees who are absent for serious health conditions (FMLA eligible), absences of three consecutive days or longer, or who frequently utilize sick leave benefits may be requested to provide medical certification to support the usage of sick leave benefits.
- j) Employees may utilize sick leave benefits by reporting appropriately on the bi-weekly timecard entry.
- k) Supervisors are responsible to approve all usage of sick leave benefits.
- l) Sick leave hours are not paid to full time employees upon termination of employment.
- m) All accrued PTO hours are paid to part time employees upon termination of employment, provided the employee has provided at least 14 days written notice of termination of employment.

6. References

N/A

7. Definitions

Sick Leave: For purposes of this procedure, sick leave includes paid time off for part time support and administrator positions covered under #2. Scope.