



## Standard Operating Procedure

**Procedure Title:** Sick Leave

**Procedure #:** HR.014

**Revision #:** 000

**Unit Responsible:** Human Resources

**Individual Responsible:** Human Resources Director of Total Compensation, Employment, and HR Systems

**Effective Date:** 6/18/2018 (implementation date on old template)

**Initial Approval Date:** 6/18/2018

**Last Review/Update Date:** 10/1/2021

**Next Review Date:** 10/1/2024

**\*Does this procedure support a Board Policy? Yes**

**If yes, identify:** [4.150-Sick Leave](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria? No**

**If yes, identify:** N/A

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Does this procedure support a State or Federal Regulation? No**

**If yes, identify:** N/A

**\*Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



## Sick Leave, Board Policy 4.150

### **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.

### **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:

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

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

<b>Years of Service</b>	<b>Paid Time Off (PTO) Accrued</b>
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. Reference**

---

N/A

## **7. Definitions**

---

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