

POLICY TITLE: SICK LEAVE POLICY

I. **Purpose**

The purpose of this policy is to articulate sick leave provisions for employees.

II. **Scope**

This policy applies only to regular, full-time employees who are not covered by any collective bargaining agreement.

III. **General**

1. Sick leave is defined as an absence of an employee from work by reason of verified illness or accident which is non-work related and not compensable under the Worker's Compensation Act.
2. A full-time employee who is absent from work due to illness is eligible to receive paid sick leave at his/her regular rate of pay on the basis of one (1) day of sick leave for each month of employment.
3. Employees shall be permitted to use sick leave days before they are earned. However, in a case where an employee terminates before the end of the fiscal year, their 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.
4. In cases where an employee frequently claims personal illness or when his/her ability to perform assigned duties appears to be impaired, the Board 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 Board.

IV. **Responsibility**

The College's Executive Director of Human Resources is responsible for the oversight of this policy.