



Employee Sick Leave Policy	Employee
	Effective Date: January 25, 2019
	Approved Revision Date: January 14, 2019

- (1) Sick leave is a fringe benefit program which the College Campus maintains to provide compensation to personnel during periods of personal illness or illness of an immediate member of the family. As used with reference to sick leave, illness means temporary inability to discharge the duties of employment as the result of the mental or physical injury, sickness, or incapacity of the employee, or an immediate member of the family of the employee, and includes pregnancy, or other conditions related to pregnancy.
- (2) For the purposes of this Sick Leave Policy only, the phrase, "an immediate member of the family," includes husband, wife, son, daughter, father, mother, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather-in-law, and grandmother-in-law (exceptions that may be considered by the Executive Team are those who have virtually held the position of an immediate member of the family).
- (3) Authorized Uses
 - (a) Personal sick leave may be taken for illness experienced by the employee.
 - (b) Sick leave may be taken by an employee to care for an immediate member of the family with an illness who has no other means of care.
 - (c) In cases where dental and medical appointments take place during regular working hours, the time used for those appointments may be charged to sick leave.
 - (d) Application may also be made for certain types of leave without pay under the Family Medical Leave Policy.
- (4) Full-time, salaried, 12-month employees accumulate sick leave credits at the rate of four hours for each pay period of continuous service. Unused sick leave days will accumulate. There is no maximum amount of sick leave that can be accumulated. Hourly employees do not accumulate sick leave credits.
- (5) The College reserves the right to require substantiation of all illness charged to sick leave.
- (6) An employee with a positive balance of accrued sick days may donate days to another employee who has exhausted his/her own sick and vacation leave and needs additional time because of illness or crisis with the approval of the immediate supervisor and a College Vice President.
- (7) In the fiscal year of an employee's separation, the number of sick leave days are prorated up to the final day of employment. If a negative balance exists, the negative amount will be deducted from the employee's regular salary and/or wages amount on the final paycheck. Upon separation from employment, up to 80 hours of accrued sick leave is payable to the employee. The employee receives no compensation for any remaining accrued sick leave.