



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

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Sick Leave	DEC - I - b	4	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

PROCEDURE

- I. A regular, full-time, benefits-eligible employee who is absent from duty on account of personal illness, (including confinement related to pregnancy, childbirth, or injury) is allowed sick leave without deduction in pay on the basis of one day's sick leave accumulated for each month of service. Sick leave is accrued at the rate of eight (8) hours for each month or fraction of a month of paid employment. Regular, benefits-eligible employees who work less than 40 hours per week shall earn sick leave entitlement at their percentage of time employed times eight (8) hours for each month or fraction of a month of paid employment.

A regular, benefits-eligible employee is entitled to use accrued sick leave with pay for the following reasons:

- A. When the employee's performance of duty is prevented by sickness, injury, pregnancy and confinement, or exposure to contagious diseases which require quarantine or isolation.
- B. When the employee is needed to care and assist a member of his/her immediate family who is actually ill. An employee, who is the father of a child, may use his sick leave in conjunction with the child's birth only if the child is actually ill or to care for his spouse while she is recovering from labor and delivery; in addition, an employee, who is the mother of a child, may use her sick leave in conjunction with the child's birth if the child is actually ill or for as long as the attending physician will certify the mother's need to be absent from work to recover from labor and delivery.
- C. For medical and dental appointments, examinations or treatments.

DEFINITIONS:

A *regular, full-time, benefits-eligible employee* is defined as (1) an employee (excluding faculty) who is budgeted for fifty percent or more time for at least five months, excluding students holding positions for which student status is a requirement for employment, or (2) a full-time faculty member as defined in the Faculty Salary Procedure.

A *member of the immediate family* is defined to include spouse; son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in *loco parentis*; parent, stepparent, parent-in-law, or other individual who stands in *loco parentis* to the employee; sibling, stepsibling, sibling-in-law; grandparent and grandchild; any family member who may be residing in the employee's household at the time of illness. The president may grant an exception to this list of definitions of individual family members in cases of extreme hardship.

- II. Unused sick leave shall accumulate up to 120 working days' (960 hours) sick leave and, at the time of termination of employment, the employee forfeits all accumulated sick leave. Employees are not paid for unused sick leave.

Employees new to the system, and those who have no unused days accumulated from the previous year or years, must have reported for duty before the provisions of the sick leave procedure can be applied.

At the discretion of the President, any employee may be advanced sick leave not to exceed the amount of sick leave to be accumulated during the current fiscal year (September 1 – August 31).

- III. When an employee who has accumulated the maximum permissible sick leave is absent for reasons provided in this procedure, the number days absent shall be subtracted from the number of days accumulated. The employee may then begin to accumulate sick leave again for the remainder of the year or subsequent years until he/she once again has the maximum permissible working days accumulated sick leave. Sick leave may not be accumulated during the time an employee is on sick leave, except as approved by the President.
- IV. To be eligible for accumulated sick leave with pay during a continuous period of more than five working days, an employee who has been absent for five working days shall be required to provide to his/her immediate supervisor a medical practitioner's statement which (1) confirms the necessity for the employee to have missed work under the guidelines of this procedure, and if the employee is returning to work, (2) identifies any work limitations, and (3) gives the medical practitioner's release for the employee to return to work.

- V. The supervisor should notify the Human Resources Office of employees who have been absent for three consecutive days.
- VI. An employee who is absent or who anticipates an absence of more than 30 calendar days must complete a leave of absence form accompanied by an attending physician's statement. The form can be obtained from the Human Resources Office.
- VII. An Employee may use accumulated sick leave in conjunction with workers compensation pay not to exceed 100% of the employee's salary.
- VIII. Emergency sick leave may be enacted at the direction of the President of the College during a specific period of time. When emergency sick leave is enacted a procedure will be approved and made available to employees.

Administrative Guidelines and Definitions for Sick Leave Procedure

Effective date of various provisions correspond with Sick Leave Procedure, except as otherwise noted.

1. The sick leave procedure applies only to regular, full-time, benefits-eligible employees. However, part-time faculty will be charged only the cost of a substitute when absent due to sickness; the charge for a substitute will be made whether a substitute is used or not.
2. Regular, full-time, benefits-eligible faculty members accrue and use sick leave when teaching in the Summer School. Accrual and use rates for Summer School are as follows:

<u>*Teaching Load</u>	<u>Accrual Rate</u>	<u>Use Rate</u>
3 sem. hours or less	½ day per month	½ day per day absent
4 sem. hours or more	1 day per month	1 day per day absent

***This is teaching load, not semester hour value (credit) of course(s) taught.**

This section applies only to persons who have been regular, full-time, benefits-eligible faculty members during at least one semester of the preceding long session or who have a contract as a regular, full-time, benefits-eligible faculty member for the following fall semester.

