

Section: LEAVE  
Subject: Sick Leave  
Procedure: HR 3710

I. Institutional Regulations

- A. All Regular full-time employees shall be eligible for 15 days (120 hours) of Sick Leave per fiscal year.
- B. Regular part-time employees shall be eligible for a prorated share of Sick Leave based upon their FTE.

II. Procedure

- A. Sick Leave may be used to cover time away from work due to illness, injury and medical exams, including dental and eye exams. Pregnancy and/or recovery from childbirth shall be covered by Sick Leave.
  - 1. Administrative/Professional, IES Administrative/Professional, Faculty, Confidential Clerical, IES Administrative Support, and Trail Point Support employees may also use Sick Leave to cover absences caused by the illness, injury, or medical exam of a member of their immediate family (spouse, children, step-children, parents, and step-parents). Sick Leave may be used to cover absences caused by the illness, injury or medical exam of a Domestic Partner if a signed Affidavit of Domestic Partnership is on file in Human Resources.
  - 2. Support Staff employees may also use Sick Leave to cover absences caused by the illness of a member of their immediate family. Immediate family members shall be defined as spouse, children, step-children, parents, step-parents. Sick Leave may be used to cover absences caused by the illness, injury or medical exam of a Domestic Partner if a signed Affidavit of Domestic Partnership is on file in Human Resources.
- B. Sick Leave Accrual
  - 1. Sick Leave shall accrue at the rate of 10.00 hours per month for full-time employees.
  - 2. Sick Leave shall accrue in any month in which the employee began employment on or before the 15th day of the month or terminated employment after the 15th day of the month.
  - 3. Sick Leave shall not accrue in any month in which an employee is on a Leave Without Pay (LWOP) for ½ of the month or more (i.e. from the 15<sup>th</sup> of the month on or through the 15<sup>th</sup> of the month). If the employee goes on a LWOP and returns in the same month, Sick Leave shall not accrue if the employee is on LWOP during 10 or more work days in the month.
  - 4. Full-time Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees may accumulate a maximum of 105 days (840 hours) of Sick Leave. All other full-time employees may accumulate a maximum of 100 days (800 hours) of Sick Leave. Any amount in excess will be forfeited on June 30. Employees who work less than full-time may accumulate a prorated maximum amount based upon their FTE.
- C. Sick Leave Usage
  - 1. Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees may only use Sick Leave during the first 90 calendar days of their probationary period for personal absences. Upon completion of 90 calendar days of employment, they may also request leave for the purpose of the care of an eligible family member as provided by A-1 and A-2 above.

2. Sick Leave may only be used to the extent accrued with the exception of employees in their first year of employment. These employees may use their full year's allotment before it is accrued.
3. Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees may use Sick Leave in one-hour increments. All other employees must use the leave in half or full day increments.

D. Sick Leave Approval

1. If an employee knows in advance that s/he will need to be absent from work (e.g. scheduled doctor appointment or scheduled surgery), prior approval shall be required. Prior approval means that the employee has requested leave in advance according to procedures established by the supervisor. Sick leave shall be reported on Employee Web.
2. If the event giving rise to the absence is not known in advance, the employee shall notify the immediate supervisor promptly on the first day of the absence. If the employee is unable to make the notification, his/her designee may do so.
  - a. If the supervisor determines that circumstances do not warrant an exception to receiving prior approval or, if the reason given for the leave is determined not appropriate, the employee may be:
    - 1) Directed to return to work;
    - 2) Considered to be on an unauthorized absence;
    - 3) Placed in nonpay status or allowed to use available Vacation or Personal Business Leave;
    - 4) Subject to disciplinary action.
  - b. If the post-approved absence exceeds one day, the employee shall notify the supervisor each day thereafter unless other arrangements are made. The employee must keep the supervisor advised of his/her possible return to work date.

E. Physician's Statement

1. A physician's statement shall be required for absences of five or more consecutive work days. Physician's statements shall not require genetic information except as allowed by the Genetic Information Nondiscrimination Act of 2008 (GINA).
2. If a supervisor believes that an employee may be abusing the use of Sick Leave, the supervisor may require a physician's statement substantiating any absence, regardless of its duration.
3. The College reserves the right to seek the advice of a physician of its choice to determine whether an employee is entitled to Sick Leave.

F. Physician's Release

1. A physician's release to return to work may be required if there are questions regarding the employee's ability to perform his/her job duties. A release to work statement shall not include genetic information except as allowed by GINA.
2. The College reserves the right to seek the advice of a physician of its choice to determine whether an employee is able to return to work.

- G. If an employee has an extended absence and exhausts his/her Sick Leave, earned Vacation Leave and Personal Business Leave shall be used. Upon the exhaustion of all paid leave, Leave Without Pay may be granted with the appropriate approval (see HR 3765). If the employee's medical situation involves the use of Family and Medical Leave, that unpaid leave may be taken in accordance with HR 3720.
- H. If Sick Leave is integrated with Workers' Compensation and/or Long Term Disability benefits, total dollars received by the employee shall not exceed 100% of the employee's regular pay at the time of the illness or injury.

APPROVED:



Executive Director, Human Resources

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