

#### 4.12 Leave, Sick—Administrative/Professional/Classified Employees (Revised 2/25/25)

Employees are credited with one day of paid sick leave for each month of their employment contract or expected term of employment during each fiscal year. Sick days may accumulate without limitation. Regular part-time employees who work at least 20 but less than 39 hours per week will accrue sick leave on a pro-rated basis according to the schedule below.

Number of hours scheduled to work	Number of hours of sick leave accrued
20-27 per week	4 hours per month
28-31 per week	6 hours per month
32-39 per week	6.5 hours per month

- A. Employees may use paid sick leave in one-hour increments for absences as follows:
  - personal illness
  - injury
  - medical care
  - exposure to a contagious disease
  - death not covered by bereavement policy
  - illness, injury, medical appointment, or personal care\* of a child, spouse, Civil Union partner, domestic partner, or parents
  - illness, injury, medical appointment, or personal care\* of a sibling, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury (this time is limited to a period of no less than the personal sick leave that would be accrued during six months at the employee's then current rate of entitlement).
  - \*Personal care means basic medical hygiene, nutritional or safety needs, being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care.
- B. Residence of a member of the immediate family within or outside of the employee's home is not a factor in this policy.
- C. An employee who must be absent from duty because of illness shall notify the employee's supervisor, supervisor's designee or call the Human Resources Office at the earliest practicable time.
- D. A medical exam, or a doctor's certificate regarding a release to work is required for sick leave absences of more than three consecutive days. Verification from a covered relative's medical provider may be required for sick leave absences of more than three consecutive days. Supervisors shall notify Human Resources of any employee's sick leave absence of three (3) or more consecutive days due to medical reasons for possible application of the Family and Medical Leave Act (Policy 4.131).
- E. Abuse of the sick leave benefit is cause for disciplinary action, possibly including termination.

- F. The Payroll Office maintains the official sick leave use and accrual records on the employee's time records. Every one hour of absence for sickness should be indicated on the employee's time sheet.
- G. If an employee has used all accumulated, accrued leave time (personal, sick, vacation and any compensatory time where applicable) and is not released to return to work, a request of withdrawal of sick days from the sick leave bank may be made through the Human Resources Office. An employee must be a member of the sick leave bank for one year and meet other sick leave bank guidelines to be eligible to withdraw sick leave days from the bank (see the staff portal).
- H. An employee will not be paid for unused sick leave when termination or resignation from the college occurs unless the employee is retiring and applies for and meets all eligibility requirements set forth in the Sick Leave Payout Program (see the staff portal). If more sick leave is used than earned when an employee resigns, retires, or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last paycheck to cover unaccrued, used sick time the employee will be expected to make arrangements to repay the College.