

## SICK LEAVE POLICY

Sick leave accrues from date of hire. If an employee begins employment on or before the 15th of the month, credit will be given for that month. The employee is eligible to use sick leave only after successful completion of the Introductory Evaluation Period, or after successful completion of the Extended Introductory Evaluation Period.

### **Sick Leave for Employee's and Immediate Family's Illness**

Sick leave may be used for employee illness as well as immediate family illness. "Immediate family" is defined as live-in family members. One half (1/2) of a sick day will be charged if an employee comes in late or leaves early due to illness or medical/dental appointment. An Administrative employee may charge an absence to compensatory time, if available, or make up the time within same week, only with the prior approval of the Supervisor. If an employee works less than 1 and 1/2 hours and leaves due to illness, the absence is charged as one (1) sick day. To minimize the impact on the workflow, employees are encouraged to schedule routine medical and dental appointments outside of the normal work schedule. If scheduled within the normal work schedule, the employee is required to give their Supervisor as much advance notice as possible.

### **Doctor's Note**

If an employee is absent due to illness for three (3) or more consecutive work days, a doctor's note must be given to the Supervisor and a copy forwarded to the Human Resources Department. The Supervisor may request a doctor's note for absences less than three (3) consecutive work days provided Human Resources has approved the request. In consultation with the Supervisor, Human Resources can put the employee on doctor's note restriction if absenteeism is determined to be excessive. The Supervisor and/or Human Resources may require a doctor's note in order to return to work, providing Human Resources has approved this request prior to making the request of the employee. A return to work doctor's note that contains any restriction and/or limitation must be submitted to Human Resources for review at least one week prior to the return to work date.

### **Leave of Absence**

An employee, who is on paid leave of absence, will accrue sick time in accordance with these guidelines. However, sick leave does not accrue while the employee is receiving disability insurance, Workers' Compensation or any unpaid leave of absence. If the employee returns to work on or before the 15th of the month from an unpaid leave of absence, sick accrual will be given for that month.

An employee who is absent for more than 5 consecutive workdays as a result of their own disability can apply for Short Term Disability (STD) through The Hartford Insurance Company. STD can provide a benefit in the amount of 2/3 of the employee's base salary up to the weekly maximum cap which is determined the 1<sup>st</sup> of each year. STD is for a period of six months with medical certification. The employee must apply for STD by completing a STD form, FMLA form

and by returning the forms to Human Resources.

An employee may request to utilize their accrued personal, floating holiday, sick time and/or vacation time to maintain full salary before applying for their STD leave.

In the event the employee is unable to return to work after six months the employee may apply for Long Term Disability, through The Hartford. Long Term Disability provides up to 60% of the employee's base monthly salary up to a maximum of \$6,000 per month.

### **Overtime**

Sick leave is not considered hours worked in the computation of overtime.

### **Accrual of Sick Time**

Full-time employees scheduled to work 35 hours per week over 12 months accrue sick leave at the rate of 0.83 days per full month of service, or 10 days per year.

Full-time employees scheduled to work 35 hours per week over 9, 10 or 11 months , sick leave accrues at the rate of 0.83 days per month of service x # of months scheduled to work.

### **Part-time Employees**

Part-time employees scheduled to work 20 hours or more per week and a minimum of 1,000 hours per year accrue sick leave at the rate of 0.42 days per month of service. The total number of sick days granted depends on whether the position is for 12 or 10 (or other duration) months per year. For example:

$$\begin{aligned} 0.42 \times 12 \text{ months} &= 5 \text{ sick days/year} \\ 0.42 \times 10 \text{ months} &= 4 \text{ sick days/year} \\ 0.42 \times 9 \text{ months} &= 3.5 \text{ sick days/year} \end{aligned}$$

### **Security Officers**

Full-time Security Officers who work 12 months per year accrue 10 sick days per year earned at 0.83 days per month.

Part-time Security Officers who work 12 months per year accrue 5 sick days per year earned at 0.42 days per month.

Part-time Security officers who work a minimum of 1,000 hours per year and who work 10 or 11 months per year accrue 4 sick days per year earned at 0.42 days per month.

Part-time Security Officers who work a minimum of 1,000 hours per year and who work at least 9 months per year accrue 3.5 sick days earned at 0.42 days per month.

### **Faculty**

Effective July 1, 1989, full-time Faculty accrue sick leave at the rate of 5 days for the Spring

Semester and 5 days for the Fall Semester. Sick days are not accrued during other Sessions or Semesters.

The number of sick days earned during the Fall or Spring semester will be prorated if a Faculty member works only a portion of the semester.

Faculty must report each sick absence to the Office of Academic Affairs so that an Absence Report can be completed and forwarded to the Payroll Office for record keeping.

### **Adjuncts**

Adjuncts are ineligible for sick time.

### **Carryover of Sick Time**

The maximum number of sick days in an employee's sick bank is 25. This includes both carry-over sick time and current year sick time accruals. When there are 25 sick days in the sick bank, no further accruals are added until the sick bank falls below 25 days in which case it may be brought up to the 25 day maximum in the next fiscal year.

### **Sick Time & Termination of Employment**

In the event a terminated employee has used more sick days than they have accrued by their termination date, an adjustment will be made in the final check. No sick time is accrued for the month if the employee terminates employment on or before the 15th of the month. Sick days are not compensated upon termination.