PURPOSE: To minimize loss of earnings when it is necessary for an employee to be absent from work because of accident, injury or illness.

POLICY STATEMENT: All regular, full-time employees are eligible to receive sick leave benefits at a rate of 12 days per fiscal year. Part-time employees regularly scheduled to work at least 20 hours per week are eligible to receive sick leave benefits on a pro-rata basis.

New employees will receive a prorated amount, based on a sick leave rate of 3.69 hours per pay period for each pay period remaining in the fiscal year (including the month of hire). Sick leave benefits are not paid during the first 90 days of employment.

Sick leave may be utilized for personal illness, injury, or for doctor appointments scheduled during work hours for the employee or an ill member of the employee’s immediate family.

The College retains the right to request verification from a licensed health care provider, at the employee’s expense, for any absence due to illness, injury or disability. Sick pay may be withheld if satisfactory verification is not received when requested. An employee who is determined to have abused sick leave privileges will be subject to disciplinary action, up to and including termination.

Accumulated sick leave balances will be added to a sick bank (see sick bank reserve policy for utilization information), and not carried forward into the next fiscal year. No employee will receive a cash payout for accrued sick leave under any circumstances. Upon termination, unused sick leave will be forfeited.

DEFINITIONS: Immediate Family: For purposes of this policy, immediate family is defined as spouse, parent, grandparent, sibling, child, grandchild, parent-in-law, brother-in-law, sister-in-law, step-parent, step-child, step-brother/sister, step parent-in-law, legal guardian, or others living in the household.
Effective Date: April 1, 2007

Subject: Sick Leave

PROCEDURE: An employee who is unable to report to work must notify his supervisor as soon as practicable, but at a minimum, at least one (1) hour prior to his regularly scheduled work day. The employee must notify the supervisor each day of his absence unless an alternate arrangement is approved by the supervisor.

Failure to notify the supervisor as prescribed above will be considered job abandonment and may result in disciplinary action up to and including termination.

EXHIBITS:

APPROVED BY:

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James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer