



02.04.00 SICK LEAVE

Division: **College Employees**
Adopted: **06/2001**
Revised: **10/2019, 04/2024**
Reviewed:

Eligibility

All full-time benefits-eligible staff.

Earned Sick Leave and Carryover

Employees earn sick leave upon hire based on the accrual rate for their job classification or as defined in a collective bargaining agreement or Board of Trustees (Board) policy. Sick leave will be earned while on Family and Medical Leave (FMLA) but will not be earned on periods outside of FMLA such as approved additional leave (including disability, and other medical/sick leave, or unpaid time off) as the employee is not in an active working status. Upon return to work, accruals will resume and/or be pro-rated accordingly. This means the employee will not gain any retro time for sick leave not earned while on approved additional leave.

Sick leave may be carried over from year to year but may not exceed maximum rates established for each classification.

Usage and Recording

Leave meeting the eligibility criteria for FMLA will follow the guidelines and requirements for FMLA and be designated as such. Where applicable, a leave may also be applicable as an accommodation under the Americans with Disabilities Act (ADA), and will follow ADA guidelines and requirements.

Employees may use sick leave for their own personal illness, injury and medical appointment or for an eligible family member: employee’s spouse, child, domestic partner, sibling, parent, mother/father-in-law, grandparent, grandchild, stepchild or stepparent unless otherwise defined in collective bargaining agreement. Use of sick time for these purposes is meant for short-term duration and is not intended to create additional leave above FMLA or accommodations under ADA, if applicable. Sick days used for an eligible family member (excluding leave under the FMLA) cannot exceed five consecutive business days. An additional five business days (10-day maximum) may be approved by Human Resources.

Employees should follow attendance guidelines as indicated in the Employee Handbook and any established departmental procedures for calling in and/or requesting sick leave. Sick leave must be recorded based on time off requests/reporting processes at the time of the request or usage of sick time. Sick leave for scheduled absences should be requested in advance and scheduled when feasible to lessen disruption to the work area.

Earned Time Limits

After the initial 12 weeks of continuous leave, if qualified for FMLA, or upon exhausting paid time off, whichever occurs first, no additional sick leave time will be earned until the employee has returned to active status.

Upon return, employees who earn sick time on a bi-weekly accrual basis, will resume accrual the following pay period. Employees who earn sick time on a fiscal year basis will receive sick leave hours on a pro-rated basis calculated on scheduled work time remaining for the fiscal year.

Vacation leave balances may also be adjusted for those employees earning vacation leave on a fiscal year basis when an employee is out on a medical/sick leave of absence outside of the initial 12 weeks of continuous leave FMLA leave.

Return to Work

A sick leave absence in excess of three consecutive days requires the employee to present to Human Resources a written physician's note or statement from other licensed medical authority indicating that the employee was under their care. The note/statement should indicate a release date to return to assigned duties. This note must be provided to Human Resources prior to the employee resuming work duties. Human Resources reserves the right to request a doctor's note/statement and return to work documentation for absences less than three days when the frequency of absence is such that creates a concern of abuse or misuse.

Concurrent Leaves

Other leaves may run concurrent to paid sick leave (e.g. FMLA or ADA).

Benefit Coverage

Insurance coverage is maintained for eligible employees while on paid sick leave.

Employees will be required to make contributions for continuation of benefits or insurance while on an approved unpaid leave (FMLA, ADA).

Employee Donated Sick Time

Employees who have exhausted all of their sick time, vacation, personal, floating holiday, and compensatory time may be eligible for employee-donated sick (EDS) time (45 days maximum).

Employee donated sick time will be considered when an employee continues to be on an approved leave for their own serious health condition and has exhausted all paid leave time.

For a second request for donated sick leave to be considered, an individual must complete three additional years of full-time service, from the date of the first day of the donated sick days to become eligible.

Maximum Leave Duration

Generally, the maximum leave duration (paid and unpaid) for a medical related leave of absence will be limited to 12 months. However, an employee may request additional unpaid leave as a reasonable accommodation under the ADA because of a serious health condition (See Board Policy 02.01.08 Americans with Disabilities Act and Reasonable Accommodations).

Related Institutional Procedures:

02.04.00.00 Paid Sick Leave-Employee Donated Sick Days