



<b>Title: Sick Leave</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy # 6.14</b>
<b>Date Approved: 02/02/04</b> <b>Date Revised: 07/25/06</b> <b>Date Revised: 12/03/08</b>	<b>Division: Administration and Finance/Human Resources</b>

Any College employee who finds it necessary to be absent from his or her position because of illness or emergency shall notify his or her immediate supervisor, if possible, before the opening of the day's work on the day the absence. Upon the employee's return to work, he or she shall immediately file the Leave Request and Authorization form.

**A. Sick Leave With Pay**

1. Illness or injury of the employee.
  - a. May be taken at the discretion of the employee.
  - b. A doctor's statement may be required.
2. Pre-scheduled medical exams or doctor appointments. Request should be made at least twenty-four (24) hours in advance.
3. Illness or death in the family (spouse, son, daughter, mother, father, sister, brother, or other close relative or member of the employee's household). In the case of bereavement it is suggested that a maximum of four (4) days sick leave be granted. Refer to Personal Leave procedures.

**B. Sick Leave Without Pay**

An employee who is ill or injured and has exhausted all accrued sick leave may utilize accrued vacation at his/her discretion or may apply for personal leave without pay. Extended sick leave without pay shall be approved in advance. Sick leave without pay for employees receiving Worker's Compensation will be computed by prorating the amount of compensation paid under Worker's Compensation Law into the daily rate or a portion of the daily rate. The employee will be charged leave without pay for the difference between the employee's daily rate of pay and the amount of compensation received.

1. The President may approve sick leave without pay not to exceed a period of 30 consecutive calendar days. For requests of three days or less, authority is delegated to the supervisor for approval.
2. Sick leave without pay in excess of 30 calendar days requires advance approval of the District Board of Trustees. Requests for sick leave without pay should be in the Payroll office a minimum of 12 working days prior to the date of the next regularly scheduled meeting of the District Board of Trustees to meet the advance approval requirement.

3. In extenuating circumstances in which advance approval cannot be obtained, sick leave without pay may be granted and reported to the Board at its next regularly scheduled meeting.

**C. Notification of Intent to Take Sick Leave**

It is the employee's responsibility to personally request sick leave through his or her supervisor, or a person designated authority to approve sick leave. Notification shall be provided prior to, or at the start of the workday/shift, but no later than one (1) hour after the start of the employee's workday/shift. When it is critical to the operation of the department or work unit, a department manager may require an employee to provide notification of absence prior to the start of the work shift. In such cases, special reporting instructions must be given in writing and posted conspicuously in the work area.

Absenteeism for sick leave (with or without pay) shall be reported on a daily basis by the employee except when the employee is relieved of this responsibility by his/her supervisor due to the seriousness of the illness or injury, or such cases where a lengthy hospital confinement or absence from work is required.

**D. Documentation of Illness**

Documentation in the form of a statement of verification of illness from a physician will be required prior to the payment of sick leave or the approval of extended sick leave without pay in the event of:

1. Absences of more than ten (10) consecutive workdays charged to sick leave with or without pay or vacation leave taken in lieu of sick leave.
2. The necessity to ensure health, safety and physical fitness of the employee to perform job requirements following sick leave taken for the employee's personal illness or injury.

**E. Sick Leave Scheduled in Advance**

An employee scheduled for a planned hospital confinement or advised to be away from work for medical reasons for an undetermined period of time must follow the Family Leave Act Policy/Procedures. When requesting planned sick leave, with or without pay, the employee shall provide the College with a physician's statement designating the period of the anticipated leave time required and verifying that the employee's health and safety are not in jeopardy during the work period immediately prior to the start of the scheduled leave.

**F. Sick Leave Records**

The Payroll Department updates an employee's sick leave accruals monthly. Reduction in sick leave balances are made each pay period based upon leave reporting for the payroll reporting period.

1. Sick leave balances are reported individually on each payroll check stub.

2. Sick leave usage is reported on the check stub reflecting the payroll reporting period in which sick leave was used.

**G. Discrepancies in Sick Leave Balances**

Discrepancies in sick leave balances should be reported immediately to the Payroll office.

1. The supervisor/employee should report alleged discrepancies immediately to the Payroll office.
2. The pay period in which the discrepancy first occurred should be identified by the supervisor/employee.
3. The Payroll office will resolve the discrepancy and take appropriate actions to correct the error.
4. The College will make every effort to resolve discrepancies. The College assumes no responsibility for discrepancies not reported within 90 days and for which no substantive or factual support can be located.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date