

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY SICK LEAVE	Policy 4.02.03
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The appropriate College Vice Presidents or Deans shall be responsible for administering this policy. Paid sick leave for absences during scheduled working hours will be charged to the employee's appropriate leave account. For the purpose of this policy, "immediate family" is defined as: spouse, parent, child, sibling, grandparent, grandchild (including step, half, and in-law relationships). Also included are other dependents living in the employee's household.

1. **Sick Leave Credits** - Sick leave credits at the rate of eight (8) hours per month or 96 hours per year are provided for full-time faculty and non-instructional employees who are working or on paid leave.
2. **Accumulation** - Sick leave is cumulative indefinitely. Employees hired on or before the 15th of the month will earn leave for the month. Employees hired on or after the 16th of the month will not earn leave for the month.
3. **Advancement** - The College President may advance sick leave not to exceed the amount an employee may accumulate during the fiscal year.
4. **Verification** - To avoid the abuse of sick leave privileges, the appropriate College Vice President or Dean may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, family illness, or death in the family.
5. **Reporting Requirements** – It is the employee's responsibility to apply in writing to the appropriate Vice President or Dean for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate. If the employee finds he/she is unable to return to work, he/she will notify the College immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered a resignation or failure to report to duty.
6. **Use of Sick Leave** - Sick leave may be used for illness or injury which prevents an employee from performing assigned duties and for the actual period of temporary disability connected with childbearing or recovery therefrom. Sick leave may be used for the following reasons:
 - a. **Disability** - In accordance with the College's Equal Employment Opportunity Policy, female employees shall not be penalized in their condition of employment because they may require time away from work caused by or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery. Disabilities resulting from pregnancy shall, for sick leave purposes, be treated the same as any other temporary disability suffered by an employee. Accumulated sick leave may be used for the period of actual disability as a result of childbearing or recovery therefrom. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying the employee's period of temporary disability.
 - b. **Medical Appointments** - for an employee or member(s) of the employee's immediate family.
 - c. **Illness or Injury** - of an employee or member(s) of the employee's immediate family.
 - d. **Death** - of a member of the employee's immediate family.
 - e. **Personal Leave** - An employee may use up to twenty four (24) hours of accrued sick leave as personal leave during the fiscal year. Personal leave shall be taken in units of no less than one (1) hour and in quarter hour increments thereafter.

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7. **Leave Charges** - for each leave period requested, leave shall be taken in units of no less than one (1) hour and in quarter hour increments thereafter.
8. **Transfer of Sick Leave** - unused sick leave may be transferred when an employee transfers between state agencies if the employing agency is willing to accept the leave.
9. **Separation** -
 - a. Sick leave is not allowable in terminal leave payments when an employee separates from state service. It may be exhausted prior to disability retirement.
 - b. If an employee separates and is overdrawn on sick leave, deductions will be made from the final salary check. It will be deducted in full hour units (i.e., a full hour for any part of an hour overdrawn).
10. **Reinstatement of Sick Leave** - sick leave will be reinstated when an employee returns from authorized leave without pay or when reinstated/rehired within five (5) years from any type of separation.
11. **Retirement Credit** - upon retirement, one (1) month of credit is allowed for every twenty (20) days of an employee's accumulated sick leave, or portion thereof, but not to exceed (12) days for each year of retirement membership.
12. **Sick Leave Without Pay**
 - a. Sick leave will be exhausted before going on leave without pay for an extended illness.
 - b. Sick leave without pay until the end of the contract year may be granted by the College President for the remaining period of disability after all leave has been exhausted.
 - c. Leave without pay will delay the longevity anniversary date one (1) pay period for each pay period the employee is on leave without pay in excess of one-half of the workdays in that pay period.

Cross Reference: 4.02.08 - Voluntary Shared Leave
4.02.04 - Vacation Leave

Adopted: July 2002

Amended: October 2011; July 23, 2013