

E-3i(4) PROCEDURE Benefits for Eligible Employees: Sick Leave

5. All applicable sick leaves outlined in this section are subject to the provisions of the Family and Medical Leave Act of 1993 (FMLA)
6. After an employee uses all accumulated sick leave, pay for absences due to illness, sickness, injury, or disability shall be deducted at the hourly rate of pay as computed in accord with the terms and conditions applicable to each employee.
7. Administrative, professional staff, and support staff employees may request to use up to a total of twenty-four (24) hours of sick leave per fiscal year for individuals who are not included within the definition of immediate family.
8. Faculty employees may request to use up to a total of twenty-one (21) hours of sick leave per fiscal year, for that same purpose. The employee requesting the leave must submit a written/documented request to their supervisor, which must subsequently be reviewed for approval by the respective Responsible Administrator. To the extent practical and possible leave requests must be submitted with forty-eight (48) hour advance notice.
9. Holidays occurring within the period that the employee is absent on sick leave shall not be recorded as sick leave.
10. An employee absent five (5) or more continuous work days due to their own illness or injury will be required to present a written statement from the employees attending healthcare provider stating that the employee is able to return to work. Such statement should include any applicable restrictions regarding the employee's ability to perform the essential job functions of their position. This is to help maintain a healthy and safe working environment for students and College staff. Employees are requested to provide the College with as much advance notice as possible in any situations where the employee will be absent for five (5) or more continuous work days due to the use of sick leave. An employee who has been absent on sick leave for five (5) or more continuous work days should provide the College with as much advance notice as possible regarding when the employee expects to return to work. This will allow the College to minimize any disruptions to the educational process for students and to other staff.
11. While an employee is on sick leave, all salary and benefits will continue to be paid as prescribed in College policies.
12. The minimum amount of sick leave which can be taken is 1/2 hour. All sick leave is to be taken in increments of 1/2 hour.
13. New employees eligible for sick leave, during their first year of employment, are allowed to take up to 12 days of sick leave even if they have not earned the sick leave yet. Any new employee who takes advantage of the advanced sick leave shall reimburse the College for all used but unearned sick leave upon separation and if the employee fails to do so, the College is authorized to deduct such amount from the employee's final paycheck.