
E-3i(5) PROCEDURE **Benefits for Eligible Employees: Sick Leave, Long Term Disability Leave**

Employees will accrue and accumulate sick leave as follows:

1. Employees will accrue one day of sick leave for each month of employment during the fiscal year.
2. For all classifications other than faculty, a day shall be equal to eight (8) hours times the employee's full-time equivalency factor (FTE). For employees in the faculty classification, a day shall be equal to seven (7) hours times the employee's FTE.
3. Employees can accumulate unused sick leave to a maximum of 100 days. When the maximum is reached, additional days of sick leave will not accrue. An affected employee will begin to accrue sick leave only when and to the extent that their sick leave has been reduced below the maximum amount through use of such leave.

Long Term Disability Leave

After an employee satisfies a 120 calendar day elimination period for any particular illness or accident, or related illness or accident, the employee may be placed on unpaid long term disability leave for the duration of the illness or accident.

An employee may be placed on unpaid long term disability leave whether or not the employee qualifies for the College's long term disability insurance plan. Disability leave may be granted for less than the full-time equivalency of the employee's position. That is, the employee may work part-time and be on unpaid long term disability leave part-time.

Even though long-term disability leave shall be without pay. The College will:

1. Pay employer contributions for long term disability insurance for the lesser of 120 calendar days or until such time as the employee becomes eligible for benefits under the provisions of the long term disability insurance plan.
2. Pay the health insurance premium for the employee's current coverage for the lesser of two (2) calendar years or until the employee reaches age 65, provided that the employee is not covered by other health insurance. However, if the employee's status changes such that a lower level of health coverage is appropriate, then only the premiums for the lower level of coverage will be paid by the College.
3. The College will continue to pay the group life insurance premium for six (6) months.