

Policies and Procedures Manual

Title: Sick Leave Policy
Policy Administrator: Director Administrative Services
Effective Date: Jul-01-2015
Approved by: Director Administrative Services

Purpose

Regular attendance by employees is necessary for the successful operation of the College and an essential function for all positions. Other than in cases of certain qualifying absences, employees are expected to be at work when scheduled or assigned to work.

To prevent income loss in cases of qualifying absences, the College has instituted a sick leave policy.

1.0 Eligibility

All employees are eligible for paid sick leave benefits.

Full-time Exempt (salaried) and Non-exempt (hourly paid) employees are eligible for sick leave benefits as set forth in section 3.1, below.

Part-time Exempt (salaried) and Non-exempt employees scheduled to work a minimum of 20 hours/week and 40 weeks/year are eligible for sick leave benefits as set forth in section 3.2 below.

All other employees are eligible for sick leave benefits as set forth in section 3.3 below.

2.0 Sick Leave for Employee Illness or Injury

2.1 Reasons for Using Sick Leave

Sick leave benefits may be used only for the following reasons

- a) To care for the employee's own physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care.
- b) To care for the employee's child, spouse, parent or parent of a spouse who is suffering from a physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care.
- c) To attend the employee's routine medical appointment.
- d) To attend a routine medical appointment for the employee's child, spouse, parent or parent of a spouse.
- e) To address the psychological, physical or legal effects of domestic violence (please see the Domestic Violence Leave Policy).
- f) Travel to and from an appointment, a pharmacy, or other relevant location directly related to the purpose for which the time was taken.

Sick leave use for family reasons (2.1bm 2.1d, and 2.1f, when used for family reasons) is capped at 40 hours during a fiscal year (July 1 – June 30).

Sick leave may not be invoked as an excuse to be late for work unless one of the above reasons applies.

Otherwise, when employees are well, they are expected to come to work.

In addition to use for the above reasons, full-time Exempt (salaried) staff may use up to three accrued and unused sick days in each fiscal year as Administrative Personal Time (see Holy Cross & You, 4.20.4).

2.2 Documentation Required.

The College may condition payment of sick leave on the production of medical certification from a health care provider, or other appropriate documentation, to support the absence, within seven days of the absence (unless the employee requests, and Human Resources approves, the granting of additional time). Employees may be asked to produce documentation to support sick time use when they have a use of sick leave that is patterned (e.g. to excuse tardiness, before or after other scheduled time off, etc.), they have been absent for twenty-four consecutive scheduled work hours, they have been absent for more than three (3) consecutive scheduled work days, or after they have had four unscheduled and undocumented absences in a three (3) month period, or the College has reason to believe that sick leave is being used for a reason other than the ones listed in 2.0.

Employees who use sick leave for other than one of the reasons listed in 2.0, or fail to follow the call in procedures, or have patterned absenteeism, or absenteeism unsupported by medical documentation where documentation has been requested – may be disciplined or discharged. Supervisors must seek advice from Human Resources before disciplining or discharging employees for sick leave abuse.

2.3 Fitness for Duty and Return to Work

Employees returning from an absence occasioned by their own illness or injury may be asked to provide acceptable documentation to demonstrate that they may resume working, prior to returning to work. In appropriate cases the documentation may be

fitness-for-duty certification that addresses the employee's ability to perform the essential functions of his or her job.

3.0 Sick Leave Accruals

3.1 Full-Time Employees

Full-time (scheduled to work at least 27.5 hours/week and forty weeks/year) Exempt (salaried) and Non-exempt (hourly paid) employees accrue 1.25 days of paid sick leave for each month of completed service, up to a maximum total of 120 days.

The accrual is expressed as a percentage of a "day" of sick leave and the number of hours in the "day" is based on the employee's regularly scheduled weekly hours divided by 5. For example, an accrual of 1.25 days a month would represent 10 hours sick leave for an employee regularly scheduled to work 40 hours a week, and 7.5 hours sick leave for an employee regularly scheduled to work 30 hours a week.

Sick leave does not expire (except at termination). However, once the maximum accrual of 120 days is reached, no more sick leave is accrued. Once, through use, the sick leave balance falls below 120 days, accruals will recommence.

3.2 Part-Time Employees Scheduled to Work 20 Hours/Week and 40 Weeks/Year

Exempt (salaried) and Non-exempt (hourly paid) part-time employees, scheduled to work at least 20 Hours/Week and 40 Weeks/Year, but less than 27.5 hours/week and forty weeks/year, accrue 1 day of paid sick leave for each month of completed service, up to a maximum total of 30 days.

The accrual is expressed as a percentage of a "day" of sick leave and the number of hours in the "day" is based on the employee's regularly scheduled weekly hours divided by 5. For example, an accrual of 1 day a month would represent 4 hours of sick leave for an employee scheduled to work 20 hours a week, and 5 hours of sick leave for an employee scheduled to work 25 hours a week.

Sick leave does not expire (except at termination). However, once the maximum accrual of 30 days is reached, no more sick leave is accrued. Once, through use, the sick leave balance falls below 30 days, accruals will recommence.

3.3 All Other Employees

All other employees earn 1 hour of sick leave for every 30 hours worked, up to a maximum of 40 hours. For purposes of this policy worked hours include overtime hours and paid sick leave hours.

The accrual is expressed as hours of sick leave. For example, an employee who worked 900 hours in the course of a year would accrue 30 hours of sick leave.

Sick leave does not expire (except at termination). However, once the maximum accrual of 40 hours is reached, no more sick leave is accrued. Once, through use, the sick leave balance falls below 40 hours, accruals will recommence.

4.0 Concurrency with Other Leaves

This leave will run concurrently with other leaves that cover absences for the same reasons. (For example, an employee who uses Sick Leave to obtain medical care, which would also qualify the employee for Family and Medical Leave (FMLA) to care for the employee's own medical condition – in such a case the Sick Leave and the FMLA would run concurrently).

5.0 Additional Leave and Disability Benefits

Employees who exhaust their paid sick leave benefits but continue to be unable to work for personal illness or injury may be able to access other leaves or benefits for which they are eligible and should consult with Human Resources to discuss their options.

6.0 Accrued and Unused Sick Leave at Termination.

6.1 Sick Leave at Termination

Sick leave is not paid out on termination. However, hourly paid employees who are aged 55 or older and have ten or more years of current consecutive full-time service at termination, and thus eligible for early retirement or retirement, will be paid out their accrued and unused sick leave on the following schedule:

Consecutive Years of Service Prior to Retirement Eligible Termination	Sick Leave Payout Up To & Including
10 -14 years	20 days
15-19 years	30 days
20-24 years	40 days
25+ years	60 days

6.2 Restoration of Sick Leave Following Break in Service

Following termination, if an employee is rehired within four (4) months of the date of termination, his or her sick leave balance at the time of termination will be re-credited to his or her sick leave account.

Following termination, if an employee is rehired after four (4) months but within one (1) year of the date of termination, his or her sick leave balance at the time of termination will be re-credited to his or her sick leave account, provided that the sick leave balance at time of termination was ten (10) hours or more. If the sick leave balance at termination was less than ten (10) hours, it will not be re-credited.

7.0 Procedures for Requesting Sick Leave

7.1 How to Request Sick Leave; Employee and Supervisor Responsibilities

In general, the employee must keep the immediate supervisor or department head informed about his or her status and expected date of return to work. If an employee cannot return to work on their expected date of return, he or she must notify the supervisor or department head as much in advance as possible, and include a new expected date of return. Employees should explain the reason for the absence (e.g. a

medical appointment for the employee, a medical appointment for the employee's child) but are not required to explain the nature of the condition (e.g. the medical diagnosis).

In general, the immediate supervisor or department head must manage the absences of the employees who report to him or her, including reporting those absences for payroll purposes and notifying Human Resources if the employee will be out for five (5) consecutive days and if the employee, without notification, does not return to work on their expected date of return and/or has no new expected date of return.

In the case of a scheduled absence, the employee should notify his supervisor or department head as far in advance as possible and, if the employee will be absent from work for multiple days, the employee must also give the expected date of return to work. However, a supervisor may not require more than seven (7) days notice for a scheduled absence.

In the case of an unscheduled absence, an employee who is absent or late because of illness (or any other reason) must call his or her immediate supervisor or department head prior to the regular scheduled starting time to report the absence, the reason for the absence and the expected date of return to work. If, because of an emergency, the employee cannot call in advance, he or she must call his or her immediate head supervisor or department head as soon as possible, with the same information and the reason why he or she was not able to give advance notice for the absence. Sick leave may not be invoked as an excuse to be late for work unless one of the reasons in 2.0, above, applies.

Having once given an expected date of return, if the employee cannot thereafter return on the expected date, the employee must call the supervisor or department head once again, in advance of the expected date, to explain the reason for the continued absence and the new expected date of return.

For scheduled absences, the College's general expectation is that employees will endeavor to arrange scheduled time away (e.g. for medical appointments) during non-working time and, if that is not possible, at such times as are least disruptive to the department and their work colleagues.

7.2 Requesting Sick leave that Qualifies as Family & Medical Leave

In the case of a foreseeable absence, prior to departure employees who will be absent for five (5) consecutive days must fill out a Family and Medical Leave form and provide medical certification from a health care provider to support the absence, following the procedure in the FMLA Policy. Sick Leave will run concurrently with Family and Medical Leave, and other applicable leaves, if leave for the reason taken qualifies under both Policies.

7.3 On Call Employees and Requesting Leave

On-call employees who are called and offered work, have accepted the offer, and have been assigned confirmed hours of work, and who thereafter are unable to work for a qualifying reason under this Policy, may request and use accrued paid sick leave in the manner set forth in Section 1.1, above. Accepting an offer to work with the intention of calling out sick for all or part of the hours of the work assignment is an abuse of sick leave for which the employee may be disciplined or discharged.

8.0 Use of Sick Leave

8.1 Introductory Period

Sick leave is accrued from date of hire, but is not available for use until the employee has concluded his or her Introductory Period, or until after 90 days, whichever is sooner. Employees who do not serve an Introductory Period (for example On-Call Employees) may not use accrued sick leave until after 90 days from date of hire.

8.2 Limit on Use for Family Reasons

Sick leave use for family reasons (see above, 2.1b, 2.1d, and 2.1f, when used for family reasons) is capped at 40 hours during a fiscal year (July 1 – June 30).

8.3 Sick Leave Increments

Sick leave may be requested and taken in increments of fifteen (15) minutes.

Date of Last Review [Click here to enter text.](#)
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