SICK LEAVE

1. Sick Leave Credits - Sick leave credits at the rate of 8 hours per month or 96 hours per year shall be provided for a full-time or permanent part-time employee who is working or on paid leave for one-half or more of the regularly scheduled workdays in any month. Leave for permanent part-time employees shall be computed as a percentage of total amount provided to a full-time employee.

2. Accumulation - Sick leave is cumulative indefinitely.

3. Advancement - The supervisor may advance sick leave not to exceed the amount an employee can accumulate during the current contract year.

4. Verification - To avoid the abuse of sick leave privileges, the supervisor 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. Use of Sick Leave - Sick leave may be used for illness or injury that prevents an employee from performing usual duties and for the actual period of temporary disability connected with childbearing or recovery therefrom. (In accordance with the State's policy on Equal Employment Opportunity, female employees shall not be penalized in their condition of employment because they require time away from work caused by or contributed to 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.)

Sick leave may also be requested for:

a) medical appointments
b) illness of a member of the employee's immediate family - For this purpose, immediate family is defined as spouse, parents, children (including step relationships) and other dependents living in the household.
c) death of a member of the employee's immediate family - For this purpose, immediate family is defined as spouse, parents, children, brother, sister, grandparents, and grandchildren. Also, included are the step, half, and in-law relationships. Sick leave is to be used when Funeral Leave is exhausted.
d) adoption of a child, limited to a maximum of 30 days for each parent (which is equivalent to a biological mother's period of disability).
6. Leave Charges - Sick leave shall be charged in units of time appropriate.

7. Sick Leave Transferable - Unused sick leave shall be transferred when an employee transfers between State agencies. Sick leave may also be transferred to or from County Agency of Mental Health, Public Health, Social Services, Emergency Management, a public school, community college, or technical college if the head of the employing agency or school administrative unit is willing to accept it.

8. Separation -
   a) Sick leave is not allowable in the final payroll check when an employee separates from State service. It may be exhausted prior to disability retirement.
   b) If an employee separates and is overdrawn on leave, it will be necessary to make deductions from the final payroll check.

9. Reinstatement of Sick Leave -
   a) Sick leave shall be reinstated when an employee returns from authorized leave without pay or when reinstated within five years from any type of separation.
   b) Sick leave may be reinstated when an employee returns to State employment within five years after separation from local government, public school, community college, or technical college

9. Creditable service for unused sick leave can be allowed for sick leave accrued monthly, during employment under a duly adopted sick leave policy, and for which the member would be paid a full salary, without restriction, in the event of illness. Sick leave that was converted from excess annual leave in accordance with State law is also creditable.

One month of credit is allowed for each 20 days or portion thereof when a member retires. The maximum number of sick leave days that can be added is 12 days for each year of membership service. Sick leave cannot be counted in computing creditable service for the purpose of determining eligibility for a vested deferred allowance or for coverage under the State’s hospital/medical plan.

Sick leave can be used to increase a member's creditable service so as to complete:
1. 30 years of service, regardless of age
2. 25 years of service, after age 60
3. 20 years of service, after age 50

5.4.6
11. Sick Leave Without Pay -
   a) Sick Leave shall be exhausted before going on leave without pay for extended
      illness. The employee may also exhaust annual leave or may retain part or all of
      accumulated annual leave. While exhausting leave all benefits for which the
      employee is entitled are credited.
   b) Sick leave without pay up to one year may be granted by the President for the
      remaining period of disability after sick leave has been exhausted. Extension of
      sick leave without pay beyond one year shall be managed by and documented
      by the President.
   c) Leave without pay will delay the longevity date one month for each month the
      employee is on leave without pay over half the workdays in that month.

12. Leave Records – It is the responsibility of the employee to file the Application for
    Leave form; it is the responsibility of the College to maintain annual records for sick
    leave for each employee. Balancing of the employee's Leave Record Card shall be
    done on a monthly basis. The College will notify employees of leave balances at
    least once each year.

    The College will retain sick leave records for all separated employees for a period
    of at least six years from the date of separation.

HISTORY NOTE: Effective June 27, 1974; Revised February 24, 1976; March 24, 1983;
October 12, 1988; April 29, 1992; April 12, 1994; October, 2001