

5.4.6 Sick Leave

Last Revised: March 2023

Policy: Piedmont Community College (PCC) provides eligible employees with a reasonable amount of sick leave for personal or family illnesses and for medical related appointments.

Purpose/Definitions:

Purpose

This policy outlines the procedures by which sick leave is accumulated, used, and recorded.

Definitions

Immediate Family—includes, but not limited to, spouse, parents, siblings, children, brother/sister-in-law, son/daughter-in-law, mother/father-in-law, grandparents, grandchildren, stepchildren, stepparent, and stepsiblings.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Accrual of Sick Leave

- 1.1. For all full-time 12-month employees, sick leave is credited at the rate of eight hours per month or 96 hours per year.
 - 1.1.1. Sick leave will be prorated for permanent employees working less than full-time.
- 1.2. Sick leave accumulates indefinitely.
- 1.3. A supervisor may advance sick leave, not to exceed the amount an employee can accumulate during the current contract year.

- 1.4. Creditable service for unused sick leave is 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.
 - 1.4.1. Sick leave that was converted from excess annual leave in accordance with State law is also creditable.
- 1.5. One month of retirement credit is allowed for each 20 days of sick leave or portion thereof when a member retires.

Section 2: Use of Sick Leave

- 2.1. Sick leave may be used for illness or injury that prevents an employee from performing usual duties.
- 2.2. Sick leave may be used for the actual period of temporary disability connected with childbearing or recovery there from.
 - 2.2.1. For the birth of a child, or to care for the child and/or spouse after birth; for the placement of a child, for adoption of a child, limited to a maximum of 12 weeks for each parent.
 - 2.2.2. In accordance with the State's policy on Equal Employment Opportunity, female employees will 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.
 - 2.2.3. Disabilities resulting from pregnancy will, for sick leave purposes, be treated the same as any other temporary disability suffered by an employee.
 - 2.2.4. Accumulated sick leave may be used for the period of actual disability as a result of childbearing or recovery there from.
 - 2.2.5. Since there is no certainty as to when such disability actually begins and ends, a doctor's certificate will be required verifying the employee's period of temporary disability.
- 2.3. To avoid the abuse of sick leave privileges, a supervisor may require a verification 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.
- 2.4. Sick leave may also be requested for:

2.4.1. medical appointments

2.4.2. illness of a member of the employee's immediate family

2.4.3. death of a member of the employee's immediate family

2.4.3.1. Sick leave is to be used when Funeral Leave is exhausted (refer to PCC Policy 5.4.12 Funeral Leave).

2.5. Sick leave can be used to increase a member's creditable service to complete:

2.5.1. 30 years of service, regardless of age

2.5.2. 25 years of service, after age 60

2.5.3. 20 years of service, after age 50

2.6. Regarding sick leave without pay:

2.6.1. Sick Leave will be exhausted before going on leave without pay for extended illness.

2.6.1.1. The employee may also exhaust annual leave or may retain part or all of accumulated annual leave.

2.6.1.2. While exhausting leave, all benefits for which the employee is entitled are credited.

2.6.2. 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.

2.6.2.1. Extension of sick leave without pay beyond one year will be managed by and documented by the Office of Human Resources and Organizational Development.

2.6.3. An employee's longevity payment date will be delayed one month for each month the employee is on leave without pay for over half the workdays in that month.

Section 3: Recording of Sick Leave

3.1. Sick leave will be charged in 15-minute increments if less than 1 hour.

3.2. Unused sick leave will be transferred when an employee transfers between State agencies.

- 3.2.1. Sick leave may also be transferred to or from a participating county organization, public school, community college, or technical college.
- 3.3. An employee who separates from the College does not receive payment for any remaining sick leave.
 - 3.3.1. When an employee retires from the College, their sick leave counts towards state service.
 - 3.3.2. When an employee separates from the College and is not retiring, the employee's sick leave balance is forfeited unless employment is maintained with another State agency that participates in the NC Retirement System or the employee retires within five (5) years of separation.
 - 3.3.3. Sick leave may be exhausted prior to disability retirement.
 - 3.3.4. If an employee separates and is overdrawn on leave, it will be necessary to make deductions from the final payroll check.
 - 3.3.5. An employee may elect to donate all or part of remaining sick leave to other employees that fall under PCC Policy 5.31 Voluntary Shared Leave at the time of dismissal.
- 3.4. Upon reinstatement into service of an employee:
 - 3.4.1. Sick leave will be reinstated when an employee returns from authorized leave without pay or when reinstated within five years from any type of separation.
 - 3.4.2. 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.
- 3.5. The employee's supervisor is required to report to the Office of Human Resources and Organizational Development (HROD) when an employee is out 5 business days or more and continue to report every 5 business days until the employee returns to work. This is to keep track of the mandatory 60 day waiting period to apply for Short Term Disability.
- 3.6. It is the responsibility of the employee to submit a Leave Request Form within the first week of their return to work.
 - 3.6.1. It is the responsibility of the College to maintain annual records for sick leave for each employee.

3.6.2. The College notifies employees of leave balances via Self Service.

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

Legal Citation: [1C SBCCC 200.94](#)

History: Effective June 1974; Revised February 1976, March 1983, October 1988, April 1992, April 1994, October 2001, April 2013, October 2021, March 2023

Cross-references PCC Policy 5.4.12 Funeral Leave