

Category: Personnel

Policy Title: Extended Sick Leave

Policy Statement: Employees who have exhausted all paid leave and meets specific qualifications are eligible to apply for extended sick leave

Procedures:

An employee who has missed three consecutive days of work as a result of a catastrophic or extended illness or injury, and has exhausted all of their accumulated leave days, may apply for extended sick leave. If the request for extended sick leave is approved, the extended sick leave will be retroactive to the first day of illness for which there was no accumulated leave.

In order for an employee to request extended sick leave, **all of the following criteria must be met:**

-The applicant must petition the Director of Human Resources in writing, by providing relevant information including a written statement from their doctor concerning the inability to work or the nature of the condition. The doctor's written statement should also include when the applicant is anticipated to be able to return to work. The applicant must be able to meet the duties of their job description in a reasonable amount of time to qualify for extended sick leave. Benefits under the Extended Sick Leave Plan are conditional upon an employee's intention to return to work at the end of the period of disability.

-The applicant must submit the petition within 10 days of a leave without pay status.

-The applicant must exhaust all of their accumulated sick leave, vacation leave, compensatory time, and personal leave. The applicant must be in good standing with satisfactory annual performance evaluations three years prior to applying.

-The applicant must be approved for Family Medical Leave (FMLA).

-The applicant must have worked at Garden City Community College full-time for three years to be eligible for extended sick leave.

-The applicant must be willing to sign a HIPPA release form allowing the Extended Sick Leave Committee Members to review their FMLA paperwork. The form will also include a release allowing the applicants annual performance evaluations and attendance records be released to the committee.

-Extended sick leave may not exceed 20 work days for any one application. In the event the employee's disability extends beyond 20 work days, the employee may reapply for additional days. No one applicant may receive more than 60 work days of extended sick leave.

-Extended sick leave may not be used to cover employees who are receiving pay from or are eligible to receive pay from worker's compensation.

There will be an extended sick leave committee comprised of the Director of Human Resources, Payroll Coordinator, one faculty member appointed by GC3, one faculty member appointed by faculty senate, two staff members appointed by Administration and the requestor's supervisor. Faculty and staff appointees will be appointed to a one year term.

The Committee will summarize their findings to be presented to the College President. The President or his designee will determine the allowed amount of extended sick leave days. The applicant will receive a written determination from the President or his designee regarding approved extended sick leave no more than 10 working days after the request has been submitted.

Contacts: Director of Human Resources

Approved Date: 12/5/2017

Policy History: [v1: 10/28/2013](#) [v2: 11/11/2013](#) [v3: 11/26/2013](#) [v4: 12/22/2013](#) [v5: 12/22/2013](#)
[v6: 12/30/2015](#)

Keywords: extended, sick, medical, illness, FMLA

Related Form: Extended Sick Leave Release Form