

Category: Personnel

Policy Title: SICK LEAVE

Policy Statement: Full-time, non-faculty, employees receive twelve (12) days of sick leave annually. If an employee start date is after July 1, the sick leave days will be prorated for that fiscal year. Unused sick leave may accumulate to a maximum accumulation of ninety (90) days. Employees may not use sick leave within their first 60 days of employment.

In compliance with the Family Medical Leave Act of 1993 (FMLA), employees may be eligible for up to twelve (12) weeks of medical leave each year, in compliance with provisions of the law. For purposes of the FMLA, the employee's year will begin when leave is granted under this act.

Procedures: Employee may also use sick leave for the illness or disability of an immediate family member. For the purpose of this policy, an immediate family member is defined as a spouse, parent, spouse's parent, child, grandparent, grandchild, sibling, or any individual residing in the employee's home. An employee may use five (5) sick days for the birth of a grandchild.

An employee wishing to use sick leave should submit a leave request to their immediate supervisor, the supervisor may request evidence (doctor's statement, hospital charge, or other verification) to establish that the employee is entitled to use sick leave. An Employee off work due to illness for five (5) days must submit evidence prior to returning to work. If the employee fails to provide such evidence, the employee may be denied the use of sick leave.

Sick leave may be taken in hourly increments up to four hours.

Employees must notify their supervisor when they are ill and know they will not be able to perform their duties. Upon return to work, a Leave Request must be completed.

In all cases, an employee will be required to use available accumulated sick leave and vacation leave before unpaid medical leave will be authorized. Supervisors are required to contact the HR Office if an employee misses 3 consecutive days due to illness. Contact the HR Director for more information on FMLA.

Employees may not use sick leave to extend their employment. They must work their last day of employment.

Contacts: Director of Human Resources

Approved Date: 05/13/2020

Policy History: v1: 10/29/2013 v2: 12/23/2013 v3:8/1/2014 v4:8/01/2016

Keywords: FMLA, illness, sick leave Related Form: [Click here to enter text.](#)

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