



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE	<i>Adopted: October 12, 2010</i>
2.13.19.08 Sick Leave	<i>Reviewed: September 14, 2010; October 11, 2016; June 6, 2017; February 18, 2020; April 11, 2023, June 13, 2023</i>
	<i>Revised: October 11, 2016; June 6, 2017; February 18, 2020, June 13, 2023</i>

Sick leave accrues on a monthly basis. Employees are eligible to "borrow" against this balance in advance of their accrual throughout the current fiscal year. Benefit-eligible full-time non-bargaining unit employees shall be entitled to fifteen (15) days sick leave per year, which may accumulate to a maximum of 220 days for employees with less than fifteen (15) years continuous service and 365 days for employees with fifteen (15) or more years of continuous service. Benefit eligible part-time employees will have their sick days pro-rated based on their percent of time. If an employee terminates employment prior to accruing that year's full amount of sick leave, sick days will be prorated for that year with non-accrued days being deducted from their sick leave balance and used but non-accrued days deducted from the individual's final paycheck.

Sick leave shall be interpreted to mean personal illness, temporary disability including but not limited to pregnancy and/or childbirth, quarantine at home or serious illness or death in the immediate family or household. Immediate members of the family shall mean husband, wife, son, daughter, mother, father, grandparent, grandchild, brother, sister or corresponding in-law.

Employees are required to notify or cause to be notified, their immediate supervisor or designee as early as possible on days of absence. Failure to notify the immediate supervisor may result in loss of pay and disciplinary action up to and including dismissal. If sick leave abuse is observed or medical certification of illness is not provided upon request, any absence shall result in an unpaid leave and may be cause for additional disciplinary action. The Board reserves the right to require certification from a physician or other licensed health care professional for the use of paid sick leave. The Board reserves the right to require periodic physical examinations during the period of an employee's absence due to sickness or disability. These examinations administered by a physician or other licensed health care professional at the Board's request shall be at the Board's expense, to the extent they are not covered by insurance. Employees covered by a collective bargaining agreement will have their sick leave policy and any potential sick leave payout administered consistent with their respective agreements.

Sick Leave Payout: Upon retirement or voluntary resignation not based upon recommended discharge for cause, employees in the following employee groups who are specified as working 75% fte or higher shall be eligible for sick leave payout subject to the following requirements: The payout will be for any accrued, unused sick leave days not submitted to SURS for retirement service credit, up to a maximum of one hundred eighty (180) days. Part-Time Benefited Staff, Grant-Funded Support Staff or Confidential Staff employees shall be eligible for compensation at the rate of \$25.00 per day, Administrators and Professional Staff (non-grant funded and grant-funded) shall be eligible at the rate of \$40.00 per day, employees less than 75% fte are not eligible for sick leave payout. This payment shall be submitted to the employee thirty (30) days after their retirement or voluntary resignation from the College and is not SURS eligible compensation.

Any exceptions to the above sick leave policy (including payouts or carryover limits) would require written approval by the Board of Trustees and/or the College President.