

Policy 5.24

Sick Leave Policy

Full-time regular and full-time temporary employee's scheduled to work 40 hours per week and working (or on paid leave) for one-half or more of the regularly scheduled workdays in any month earn sick leave computed at the following rates:

<i>Hours Earned Each Month</i>	<i>Hours Earned Each Year</i>	<i>Days Earned Each Year</i>
8	96	12

Advance

The College advances sick leave not to exceed the amount an employee can earn during the current fiscal year.

Verification of Sick Leave

The College may require a statement from a medical doctor or other acceptable proof that the employee was unable to work to avoid the abuse of sick leave privileges.

Acceptable Uses of Sick Leave

- Illness or injury of an employee which prevents the employee from performing his/her usual duties.
- A maximum of three days in case of death in the employee's family.
- Medical appointments
- Quarantine due to a contagious disease in the employee's immediate family.
- The actual period of temporary disability connected with child bearing.
- Illness of a member of an employee's immediate family.

Non-Transferable

Sick leave is non-transferable to any other type of leave.

Accumulation

Sick leave is cumulative indefinitely.

Separation

- Sick leave is not allowable in terminal leave payments when an employee separates from service from the College.

Policy

- An employee's final paycheck will be reduced by the amount of any overdrawn leave on a day-for-day basis.
- Sick leave should be exhausted before an employee goes on leave without pay because of an extended illness. While an employee is exhausting sick leave, he/she earns benefits for which he/she is entitled.

Reinstatement

Sick leave will be reinstated when an employee returns from authorized leave without pay or when re-employed if those balances have not been transferred to another agency or the state retirement system. Leave records will be retained for the applicable records retention period.

Transfers of Sick Leave from Other Institutions

Sick leave balances from other state agencies may be transferred to the College.

Retirement Credit:

The retirement system allows, at no cost to the employee, one month of service credit for each 20 days of unused sick leave when an employee retires. One more month is allowed for any part of 20 days left over.

For other rules related to the use of sick leave for retirement service credit please contact the State Retirement System.

Insert the text of the policy or procedure here.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- [Time Sheet Procedure](#)
- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)

History

Senior Staff Review/Approval Dates: 11/6/13

Board of Trustees Review/Approval Dates: 11/6/13

Implementation Dates: *Enter date(s) here*