

## Board Policies

### PERSONNEL

#### 311.00 SICK LEAVE & SICK LEAVE BANK

Cowley College provides paid sick leave to eligible full-time non-faculty employees to support absences due to personal illness, injury, qualifying family medical needs, and other approved purposes. The College also maintains an Employee Sick Leave Bank to provide additional paid leave for eligible employees experiencing a qualifying Catastrophic Illness or Injury or who qualify for Paid Parental Leave

##### **Sick Leave (Full-Time Non-Faculty Employees)**

Regular full-time non-faculty employees accrue sick leave at the rate established by the College. Employees may use accrued sick leave for approved purposes subject to the provisions of AP 311.00. Unused sick leave may accumulate up to the maximum established by the College outlined in AP 311.00.

Sick leave is payable only upon retirement in accordance with Policy 314.00 Retirement Benefits.

##### **Sick Leave Bank**

The College maintains a Sick Leave Bank funded through voluntary employee contributions to provide additional paid leave benefits for eligible employees who experience a qualifying event.

The Sick Leave Bank includes two benefit categories:

1. Catastrophic Illness or Injury Leave
2. Paid Parental Leave

Each benefit has separate eligibility requirements, contribution guidelines, benefit limits, documentation requirements, and application procedures that are outlined in AP 311.00.

When applicable, the use of accrued sick leave, the sick leave bank, or other paid leave will run concurrently with leave under the Family and Medical Leave Act (FMLA). Nothing in this policy shall limit an employee's rights under FMLA. Qualifying FMLA leave will be administered in accordance with Policy 315.00 and applicable law.

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