

AP 311 - SICK LEAVE & SICK LEAVE BANK PROCEDURE

Associated Board Policy: 311.00 – Sick Leave & Sick Leave Bank

Procedure Owner: Human Resources Generalist

Related Procedures:

I. Procedure Scope and Purpose

This procedure establishes the administration of accrued sick leave and the Employee Sick Leave Bank for eligible full-time non-faculty employees. It outlines accrual, appropriate use, requesting leave, eligibility requirements, documentation, administration, and donation of Sick Leave Bank benefits.

II. Definitions

Accrued Sick Leave: Paid leave earned by eligible full-time non-faculty employees for approved absences due to personal illness, injury, qualifying family medical needs, and other approved purposes as outlined in this procedure.

Immediate Family: For purposes of this procedure, immediate family includes the employee's spouse, child, parent, in-laws, siblings, step-parent, step-child, grandparent, or grandchild.

Sick Leave Bank: A pool of donated sick leave hours established by the College to provide additional paid leave benefits to eligible employees who experience a qualifying Catastrophic Illness or Injury or who qualify for Paid Parental Leave.

Qualifying Event: An event that meets the eligibility requirements for Sick Leave Bank benefits, specifically a Catastrophic Illness or Injury or a qualifying birth or adoption under the Paid Parental Leave program.

Catastrophic Illness or Injury: A severe physical or mental condition or combination of conditions that prevents an employee from performing the essential functions of their position, requires ongoing medical care, exhausts all accrued sick leave and vacation leave, and may result in a loss of compensation.

Examples: Examples may include, but are not limited to, a serious illness, major surgery, severe injury, or other significant medical condition requiring an extended absence from work and ongoing medical care and/or recovery. Each request will be reviewed individually based on the circumstances of the condition, supporting medical documentation, expected duration of absence, and the impact of the condition on the employee's ability to perform their job duties.

Paid Parental Leave: A Sick Leave Bank benefit that provides eligible employees with paid leave during the first six (6) consecutive weeks following the birth of a child or placement of a child through adoption for the purpose of caring for and bonding with the child.

III. Procedures

A. Sick Leave (Full-Time Non-Faculty Employees)

All regular, full-time, 12-month non-faculty employees earn sick leave pay at the rate of one (1) working day [eight (8) hours] per month. Employees are eligible to use accrued sick leave after the first month of full-time employment.

Unused sick leave is cumulative to a maximum of one hundred (100) working days [eight hundred (800) hours]. Employees with accrued sick leave in excess of one hundred (100) days twenty-five dollars (\$25.00) per day for each day above the maximum accumulation limit.

Sick leave pay is calculated based on the employee's regular base pay rate at the time of absence and will not include any special forms of compensation such as overtime or shift differentials.

1. Appropriate Uses of Sick Leave

Accrued sick leave may be use for:

- a. Personal illness, injury, or medical treatment.
- b. Serious illness, injury, medical treatment, or death of an immediate family member.
- c. Care of a minor child due to illness, injury, or medical treatment.
- d. Care of a spouse, parent, or adult child as permitted under the Family Medical Leave Act (FMLA).

Use of sick leave for an immediate family member is contingent upon the recommendation of the immediate supervisor, approval of the appropriate administrator, and the operational needs of the College.

Absences are generally limited to two (2) workdays unless additional time is approved. This limitation does not apply to FMLA-protected leave.

Employees may elect to use accrued vacation leave in lieu of sick leave.

2. Requesting Sick Leave

Employees must:

- a. Submit all sick leave requests through the College's designated leave management system to be approved by the employees' supervisor;
- b. Use sick leave in increments of at least thirty (30) minutes;
- c. Record eight (8) hours for all full-day absences (adjusted for summer operating hours);
- d. Provide medical certification for absences exceeding two (2) consecutive workdays;
- e. Make arrangements with their supervisor as far in advance as possible when requesting sick leave;
- f. Submit a sick leave request on the first day they return to work, if advance notice is not possible.

3. Administration of Sick Leave

Employees on paid sick leave or paid vacation leave continue to accrue sick leave. Employees do not accrue sick leave while on unpaid leave, including unpaid portions of Family and Medical Leave (FMLA), short-term disability, long-term disability, or workers' compensation leave, unless otherwise required by law. Employees returning from qualifying military leave will receive any benefits required under Uniformed Services Employment and Reemployment Rights Act (USERRA).

Employees who exhaust their accrued sick leave may have additional absences deducted from their salary or may be eligible for leave without pay, subject to approval of their supervisor or the appropriate administrator, and in accordance with college policy. See Policy 321.00 Attendance Policy for guidelines regarding excessive absences. Qualifying leave under the Family and Medical Leave Act (FMLA) will be administered in accordance with Policy 315.00 Family and Medical Leave Act (FMLA).

Accrued sick leave is payable only upon retirement as outlined in Policy 314.00 Retirement Benefits.

B. Sick Leave Bank

1. General Eligibility for Sick Leave Bank

To be eligible to apply for the Sick Leave Bank an employee must:

- a. Have been employed full-time by the College for one full year;
- b. Have approved FMLA paperwork on file with Human Resources;
- c. Meet with their supervisor to determine how job duties will be completed in their absence;
- d. Submit an Application for Sick Leave Bank to Human Resources for Committee approval; and
- e. Have encountered a qualifying event, specifically a Catastrophic Illness or Injury, or a qualifying birth or adoption under the Paid Parental Leave, as outlined below:

i. Catastrophic Illness or Injury

Employees who experience a qualifying Catastrophic Illness or Injury that is serious enough to exhaust all accrued sick and vacation leave and potentially result in loss of compensation may apply for Sick Leave Bank hours.

Catastrophic Illness or Injury must require the services of a licensed doctor of medicine who is authorized to practice medicine or surgery, as appropriate by the state in which the doctor practices.

Prior to granting leave for Catastrophic Illness or Injury, the employee must have exhausted all accrued sick leave and vacation leave.

Along with the meeting the general eligibility requirements listed above, the employee must submit the following to Human Resource for Committee approval:

- 1) Application for Sick Leave Bank
- 2) Physician's statement identifying:
 - Beginning date of the condition;
 - Description of the illness or injury; and
 - Anticipated return-to-work date.

Employees receiving Sick Leave Bank hours for Catastrophic Illness or Injury are not required to repay those hours.

ii. Paid Parental Leave

Eligible employees may apply Paid Parental Leave related to the birth of a child or placement of a child through adoption. Paid Parental leave is available during the first six (6) consecutive weeks immediately following the birth of a child or placement of a child through adoption. The purpose of Paid Parental Leave is to enable employees to care for and bond with their newborn or newly adopted child.

Along with the meeting the general eligibility requirements listed above, the employee must submit the following to Human Resource for Committee approval:

1) Application for Sick Leave Bank

In no case will an employee receive more than six (6) weeks of Paid Parental Leave in a rolling 12-month period. If the employee is approved for leave beyond the six (6) weeks of Paid Parental Leave, they must use their accrued sick and vacation leave.

Employees not returning to work after Paid Parental Leave may be required to reimburse the Sick Leave Bank hours used with the employee's remaining leave hours.

Sick Leave Bank request for Catastrophic Illness or Injury and Paid Parental Leave run concurrently with FMLA. Nothing in this provision shall limit an employee's rights under the Family and Medical Leave Act (FMLA). Qualifying FMLA leave will be administered in accordance with Policy 315.00 and applicable law.

2. Sick Leave Bank Approval Process

A sick leave bank committee will make recommendations relative to the distribution of hours and the eligibility of the employee for the sick leave bank request.

The Executive Vice President of Finance and Administration shall serve as the ad hoc committee chairperson, including the VP of Academics, CEA president or designee, Human Resources, Administrative Assistant to the President, and one hourly staff position, or their respective designees.

Once the committee has made a decision, Human Resources will inform the employee of the decision.

3. Benefit Limits

A combination of the employee's personal time off (sick and vacation) and the days drawn from the sick leave bank may not exceed one hundred twenty (120) days (960 hours) total for Catastrophic Illness or Injury, or six (6) weeks for Paid Parental Leave, or until the Sick Leave Bank is exhausted.

Each Sick Leave Bank Day equates to eight (8 hours), adjusted for summer operating hours as appropriate. Days may be taken in whole or half day increments.

Employees approved for intermittent leave under the Family and Medical Leave Act (FMLA) may use Sick Leave Bank benefits intermittently, when applicable, in accordance with Policy 315.00 and applicable law.

Days in the sick leave bank may be distributed until the bank is exhausted.

4. Donating to the Sick Leave Bank

An employee may donate, on a voluntary basis, to the sick leave bank a minimum of one (1) day (8 hours) to a maximum of five (5) days (40 hours) each year using the Employee Sick Leave Bank Donation Form.

Once sick leave has been donated to the sick leave bank, it cannot be restored to the individual who made the donation.

Employees may not designate a particular employee to receive their donated time.

IV. Effective Date(s)

This procedure first became effective: July 10, 2023

Revised: August 11, 2026

I. Signature and Title

This procedure is implemented by: Megan Sweaney

Title: Human Resources Generalist