

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Faculty and Staff
TOPIC: Sick Leave
Approved: Signature on File

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Page 1 of 2

POLICY

Burrell College shall provide sick leave benefits for all eligible employees while adhering to all state and federal regulations for sick leave benefits.

RESPONSIBLE OFFICIAL(S):

Department Head of Human Resources

PROCEDURE:

Eligibility

All employees are eligible for sick leave benefits. Sick leave accrual begins on the first day of employment. Sick leave is accrued according to the schedule within this policy, unless otherwise stated in an employment agreement. Sick leave can be used after it is earned. Sick leave will not be earned during an unpaid leave of absence.

Accrual Schedule

Sick leave will accrue as stated in the schedule below. Sick leave will not accrue for any time worked over 40 hours in a week and accruals will not exceed annual limits.

<i>Employee Status</i>	<i>Accrual Amt./Pay Period</i>
Part/Full-Time	Approximately 3.69 hours (not to exceed 96 hours/year)

Accrual rates effective 1/1/16.

If the available sick leave is not used by the end of a calendar year, accrued, unused leave may carry over to the next year. If the total amount of carried-over accrued sick leave reaches 480 hours, the hours will continue to be reduced to 480 until the level falls below the maximum, at this point leave accrual will begin again.

Leave Requests

If the date of a medical appointment is known ahead of time, and employee can complete a time off request form prior to the date needed. If notice is not able to be provided, employee will be asked to complete the time off request form when they return to work. All completed forms should be turned into the HR Department.

Use

Sick leave may be used in accordance with the following provisions:

- Sick leave may not be used prior to accrual.
- If sick leave is exhausted, annual/vacation leave will be used in its place.
- Sick leave may be used for

- Mental or physical illness, injury or health condition; medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or preventive medical care.
- For care of family members of the employee for any of the reasons listed above.
- For meetings at the employee's child's school or place of care related to the child's health or disability.
- For absence necessary due to domestic abuse, sexual assault or stalking suffered by the employee or a family member of the employee; provided that the leave is for the employee to: (a) obtain medical or psychological treatment or other counseling; (b) relocate; (c) prepare for or participate in legal proceedings; or (d) obtain services or assist a family member of the employee with any of the activities listed above.
- If the employee is on leave under the Family and Medical Leave Act (FMLA), paid sick leave or paid annual/vacation leave must be used initially as part of the FMLA leave.
- An employee who has a sick leave absence in excess of three consecutive work days must present medical documentation for the absence.
- If the employee is absent unexpectedly due to personal or a family member's illness, the employee should notify his or her supervisor or the human resource manager as soon as reasonably possible.
- Employees are not paid for unused sick leave upon termination of employment.

CROSS REFERENCES: