

410-04 SICK LEAVE FOR FULL-TIME FACULTY–PROCEDURE

1. PURPOSE

The College offers full-time faculty sick leave as a benefit to use when they are unable to perform their duties due to illness, injury, or other disability within the faculty members immediate family or household, pregnancy, birth or adoption of a child, or because they must be absent from work for the purpose of obtaining health-related services not available after regular working hours.

This procedure is effective July 1, 2009, and supersedes the sick leave and personal leave procedures previously outlined in the personnel policy manual and any other documents previously published, but not specified herein.

2. PROCEDURE

Eligibility

Faculty will accrue sick leave on the basis of ten (10) days per year.

Sick leave will be charged in one hour increments any time a faculty member is ill and unable to teach, fulfill committee assignments, keep scheduled office hours, or other work-related obligations.

Faculty will not be required to charge their sick leave balances when:

1. A faculty member is sick on a day where they do not have formal obligations to the College (teaching, committee work, office hours, etc.).
2. A faculty member completes all his/her formal obligations to the College, for a day, prior to needing to leave the workplace because of illness.

Full-time faculty may use a maximum of 24 hours of leave each year for personal business that is charged against their sick leave.

Payment of Unused of Sick Leave

Sick Leave shall be paid upon termination of employment or approved retirement, if a faculty member has ten (10) years of service. Unused sick leave will be paid for up to a maximum of 75 days, 600 hours, or \$5,000, whichever is less. Sick leave will only be paid if the faculty member is in good standing.

Grandfather Clause

Faculty hired prior to January 1, 1996, shall be paid at their hourly rate as of June 30, 2009, and not to exceed the number of hours on record as of June 30, 2009, based on the following rules:

1. Upon ten (10) years of service, 50% of unused accrued sick leave up to a maximum of one year will be paid. For the purposes of this procedure, a year is defined as 260 days or 2,080 hours.
2. Upon normal retirement after 55 years of age or as defined by the Arizona State Retirement System, 100% of unused accrued sick leave up to a maximum of one year will be paid.

Procedural Guidelines

For more detail, refer to the Procedural Guidelines.

3. BACKGROUND

1. References: none
2. Revision history: 05/13/2010, 06/22/2011, supersedes Procedures 410-04 and 410-08
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 6/22/2011

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