

410-04 SICK LEAVE FOR FULL-TIME FACULTY—PROCEDURAL GUIDELINES

1. PURPOSE

The purpose of the sick leave benefit is to protect employees from loss of income during periods of personal or immediate family illness.

2. PROCEDURE

Effective Date

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

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, full-fill 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.

Faculty on Probation

Faculty on probationary may use sick leave during their probationary period. However, leave usage shall not exceed the available leave balance.

Non-Accrual of Sick Leave

A faculty member will not earn sick leave during a period in which the employee is:

1. Within a period of an approved leave of absence without pay.
2. Within a period of an approved sabbatical leave.
3. Within a period of layoff.
4. Within a period of extended military leave.
5. Otherwise on unpaid status.

Conditions of Usage

Faculty may be granted the use of sick leave when they are unable to perform their duties because of illness, injury, 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.

Sick leave may be granted to a faculty member whose absence is due to illness, injury or other disability within the employee's immediate family or household. Immediate family is defined as a parent, parent-in-law, brother, sister, spouse, child, grandparent or any other relative who is a permanent member of the employee's household. A parent is defined as a natural parent, step parent, adoptive parent, or surrogate parent (a person who raised the employee as his/her child). A child is defined as a natural child, adoptive child, foster child, or stepchild.

Carry Forward of Accrued Sick Leave

All unused sick leave will be carried forward each year. There are no maximum balance restrictions.

Sick Leave and Bereavement Leave

Sick leave, not to exceed three working days, may be granted as an extension of approved bereavement leave.

Sick Leave and Personal Leave

Faculty may use a maximum of 24 hours of leave, each year for personal business that is charged against their sick leave.

Restrictions on Use of Sick Leave

As permitted by law, sick Leave shall not be granted for absence due to any of the following:

1. Disability arising from any sickness or injury purposely self-inflicted or caused by the employee's willful misconduct.
2. Sickness or disability while on layoff status, leave of absence without pay, while on vacation (except when the employee has a major illness or injury and is unable to continue the vacation activity). A written statement may be required to verify such an illness or injury.

Sick Leave Reporting

Sick leave should be approved in advance when possible. A Leave Request Form must be completed and forwarded to the supervisor within three working days after return from the illness/injury.

Employees unable to obtain approval for absences in advance because of unanticipated problems or reasons must contact their supervisors as soon as is reasonably possible. It is preferable that they contact be made before the start of the employee's work shift.

When a faculty member will be absent, he/she shall report to his/her supervisor as soon as is reasonably possible.

For absences in excess of three days because of illness, injury or other disability, the employee may be required to furnish the College with a written statement from a physician certifying that the employee was unable to work during the period of absence. Further, the physician must also certify that the employee is able to return to work. In the

event the supervisor exercises this option, the employee will not be permitted to return to work without this physician's statement.

If there is reason to believe that sick leave is being abused, the employee may also be requested to provide the College a written statement from a physician, as detailed in the previous paragraph.

Payment for Unused 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.

Reinstatement of Sick Leave Accrual Rate

If an employee is rehired within 12 months after termination, accumulated sick leave which was earned and not paid for at the time of such termination will be reinstated.

3. BACKGROUND

1. References: none
2. Revision history: 05/12/2009, 06/22/2011, supersedes Procedure 410-08
3. Legal review: none
4. Sponsor: Human Resources

Guidelines effective: 05/12/2009, revised 06/22/2011

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