

## Procedure Title: Sick Leave

**Impact:** Benefits Eligible Employees

**Responsibility:** Human Resources

**Effective Date:** 02/22/2024

**Revised Date:** 02/22/2024

**Reviewed Date:** 02/22/2024

**Relates to Policy:** 3.04.01

**Legal Citation(s):**

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Employees who intend to use sick leave should notify their supervisor in advance, whenever feasible. Employees who miss three or more days due to an illness or injury may be required to provide a medical certification, according to the Family Medical Leave Act (FMLA).

Employees taking sick leave must notify their direct supervisor immediately and document time-off in the college's time entry system.

- Non-Exempt/Overtime-Eligible (Classified) – Non-Exempt, hourly employees who exhaust all accrued sick and vacation leave will not be paid for additional missed time.
- Exempt/Overtime Ineligible (Professional and Faculty) – Exempt, salaried employees should not report leave usage for less than four hours (1/2 day). Once the employee exhausts all accrued sick and vacation leave, an adjustment will be made to the employee's bi-weekly pay.

Sick leave accrual rates are as follows:

- Non-Exempt/Overtime-Eligible (Classified): .0462 per hour worked.
- Exempt/Overtime Ineligible (Professional): 3.7 hours of sick leave for every biweekly pay period at 100% full-time equivalency (FTE).
- Exempt/Overtime Ineligible (Faculty): the equivalent of 8 hours of sick leave per month based on contract length. For example, a 9-month contract would accrue 3.8 hours of sick leave for every biweekly pay period.

Employees who will exhaust their accrued leave but are unable to report to work should contact Human Resources as soon as possible.