

Sick			
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Purpose: To provide Full-time Staff employees an opportunity for time off for illness, or may be used to care for members of their immediate family.

Applies to: All Full-time Staff Employees (at least 30 hours per week)

Policy: Employees earn one day of sick time for each calendar month worked. A half days' credit is given to individuals who actually work at least half of the month. Sick time does not accrue during Family and Medical Leave (FMLA), sick time or while on short- or long-term disability, but does accrue during vacation. Sick time may be accumulated up to a maximum total of thirty (30) days.

In the case of FMLA leave, accrued paid sick time is taken concurrently with FMLA leave.

If at all possible, form 25.00 Vacation/Sick Time Request should be submitted to the employee's supervisor thirty (30) days prior to taking time off.

The College, through the employee's supervisor, reserves the right to request proof of illness form a physician in any case where the employee is absent due to illness or where there is a request to use sick time because of the illness of their immediate family member. Immediate family is defined as spouse, mother, father, sister, brother, son or daughter for whom the employee has primary care responsibility.

Accrued sick time is not paid upon termination of employment.

