

## **2-16 Sick Leave**

### **Amount Earned**

A full-time regular teaching or non-teaching employee who is working or is taking paid leave for one-half or more of the regularly scheduled workdays in any month shall earn sick leave at the rate of eight (8) hours per month or 96 hours per year.

### **Accumulation of Sick Leave**

Sick leave is cumulative indefinitely and is nontransferable to any other type of leave.

### **Advancement of Sick Leave**

Sick leave may be advanced but any advanced sick leave may not exceed the amount an employee can earn during the current fiscal year.

### **Verification of Sick Leave**

A supervisor may require a statement from a medical doctor or other acceptable proof that the employee was unable to work after 3 consecutive days to confirm that the individual had a basis for the sick leave.

### **Granting of Sick Leave**

Sick leave may be granted in the following instances:

1. Illness or injury which prevents an employee from performing his or her usual duties;
2. Death in the employee's immediate family. An employee may use a maximum of three days sick leave for this purpose. Leave exceeding this must be charged to annual leave or leave without pay. For this purpose, immediate family is defined as spouse, parents, children, brother, sister, grandparents, and grandchildren. Also included are the step, half, and in-law relationships;
3. Medical appointments;
4. Quarantine due to a contagious disease in the employee's immediate family;
5. The actual period of temporary disability connected with childbearing;
6. Illness of a member of the employee's immediate family. For this purpose, immediate family is defined as spouse, parents, and children, including step-relationships. Also, leave may be taken for the illness of other dependents living in the employee's household; and
7. Any other leave associated with applications to the Family and Medical Leave Act.

### **Sick Leave Charges**

Sick leave is charged in thirty (30) minute increments.

Scheduled work hours based on a 40-hour workweek will be charged in calculating the amount of leave taken. If an employee, faculty or staff, is absent for a full day, then eight (8) or ten (10) hours, dependent upon the college schedule, must be charged. Saturdays and/or Sundays are charged if they are scheduled workdays.

Absence due to sick leave must be charged to the employee, even if another performs the duties of the absent person.

### **Transfer of Sick Leave**

An employee who transferred from an agency listed in the Aggregate Service section to College of The Albemarle will be credited with any sick leave which they had at the termination of employment with such agency. The exact number of days accepted for transfer is subject to review of the transferring institution's accrual rate and leave regulations.

### **Separation**

Sick leave is not allowable in final leave payouts when an employee separates from the college. Should an employee be separated before earning all of the sick leave taken, it will be necessary to make deductions from the final paycheck for overdrawn leave on a day-for-day basis.

### **Reinstatement of Sick Leave**

Employees separated because of resignation or reduction in force may be credited with their prior sick leave balance if reemployed within a five-year period.

### **Authorized Leave Without Pay**

Employees who are granted leave without pay shall be credited with their prior sick leave balance if reinstated.

### **Retirement Credit for Sick Leave**

Accumulated sick leave at the time of retirement will be reported to the Teachers' and State Employees' Retirement System of North Carolina to increase their length of service.

### **Sick Leave Without Pay**

Sick leave shall be exhausted before going on leave without pay because of extended illness. While an employee is exhausting sick leave, the employee earns all entitled benefits.

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**Policy 2-16**

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Sick leave without pay may be granted for the remaining period of disability after both sick and annual leaves have been exhausted. In the event such leave exceeds one year, an extension must be requested.

### **Sick Leave Records**

The college maintains a sick leave record for each employee (leave accrued, taken, and balance). This information is provided to employees on their monthly pay advice.