

SICK LEAVE**PROCEDURES**

Sick leave is categorized into two types of leaves: one for short-term sick leave and the second for long-term sick/disability leave. The short-term leave applies to personal illness, injury, pregnancy, childbirth or related medical conditions of the employee for which the length of absence per occurrence is 90 calendar days or less. Should the length of absence extend beyond 90 calendar days, the employee's leave would continue under the long-term sick/disability leave. The long-term sick/disability leave applies to personal illness, injury, pregnancy, childbirth or related medical conditions of the employee for which the length of absence per occurrence extends beyond 90 calendar days.

Sick leave is documented by completing a Leave Request form. These forms are maintained in the Human Resources Office.

Unauthorized or apparent abuse of sick leave may be grounds for disciplinary action.

Short-term sick leave: Short-term sick leave is paid leave. During the employee's first year of employment at the College, each full-time employee will be provided eight (8) hours of leave for each month of actual service up to a maximum accumulation of ninety-six (96) hours. Any short-term sick leave requested by an employee during the first year beyond the employee's accumulation shall be without pay.

All sick leave must be administratively approved. After the first year of employment at the College, each employee will be granted paid sick leave when requested and approved.

Should a single occurrence of personal illness, injury, pregnancy, childbirth or related medical condition require leave of more than 90 calendar days, the employee would automatically be placed on the long-term sick/disability leave plan.

Doctor and dental appointments should be scheduled outside the employee's work period whenever possible.

Pregnant employees are expected to work prior to childbirth as long as they are able to perform their normal duties or until their physician advises otherwise. The maximum paid sick leave is six weeks for pre-partum/post-partum care recovery. Upon a recommendation of the immediate supervisor, Vice President and Human Resources Director, the President may grant additional paid sick leave days in extreme situations.

The College reserves the right to request a qualified physician's statement verifying the illness or injury of the employee. During a prolonged illness or temporary disability, the employee shall submit at 14 calendar day intervals a physician's statement regarding the employee's condition as it may affect the employee's ability to return to work. The employee is expected

to return to work as soon as the employee's physician has certified in writing that the employee is able to return. The College reserves the right to have the employee examined by a physician of the College's own choosing and expense for the purpose of determining the employee's ability to return to work.

The College may withhold payment of salary for the days of absence if doctor's statements are not provided within two (2) weeks of such request.

There is no compensation for sick leave unused at the end of the employment contract year or at the termination of employment.

Long-term sick/disability leave: Long-term sick/disability leave is without pay. The long term sick/disability leave applies to personal illness, injury, pregnancy, childbirth or related medical conditions of the employee for which the length of absence per occurrence is greater than 90 calendar days. The first 90 calendar days of sick leave are covered by the short-term sick leave procedures.

After using 90 calendar days of short-term sick leave for a single occurrence of illness, injury, pregnancy, childbirth or related medical condition, an employee is covered by long-term sick/disability leave. The employee must return to work as soon as the employee's physician has certified in writing that the employee is able to return. Prior to returning to work, the employee shall notify the College of the date he/she intends to return to work and shall submit a release from his/her attending physician fully describing the conditions and/or limitations, if any, for returning to work. The employee may remain on long-term sick/disability leave for a maximum of twenty-four (24) months. At the expiration of twenty-one months, the College may take such steps as set forth in Policy #4125 to commence termination proceedings in the event that the individual is not able to return to work because of a physical or mental disability.

An employee on long-term sick/disability leave shall provide a physician's statement verifying the employee's illness or disability and the employee's ability to return to work. Such statements must be submitted at least every thirty (30) calendar days to the Human Resources Office. Failure to submit a physician's statement will terminate the employee's eligibility in the long-term sick/disability leave plan. The College reserves the right to have the employee examined by a physician of the College's own choosing and expense for the purpose of determining the employee's ability to return to work.

The College will continue to pay the employee's health, disability and life insurance premiums for the lessor of twenty-four (24) months or until age 65 for employees covered under the long-term sick/disability leave.

An employee must apply for temporary or permanent disability insurance benefits from the College's carrier provided the disability is covered by the disability insurance policy.