



POLICY: 2-73 Nine (9) Month Faculty Sick Time

LT Approved 04/17/18
Effective Date:: 07/01/18
Revised: 04/17/18
Responsible Party: Executive Director of Human Resources

Nine (9) Month Faculty Sick Time

It is the intent of the college to provide paid time away from the workplace for employees to rest, rejuvenate and care for their mental and physical wellness. Nine Month Faculty Sick Time, paid only to 9 month faculty, is in addition to Holiday pay (policy **2-64 Holiday**). Sick Time is accrued bi-weekly at a rate of 3.69 hours equal to 96 hours or 12 days per fiscal year.

Four of the 12 sick days awarded may be used for personal business that cannot be taken care of outside of working hours. The remainder should be used for sick leave for the employee, or so the employee may care for an immediate family member. Sick leave is also intended to cover authorized bereavement leave and the waiting period for short-term disability benefits. Employees with 320 hours or less of accrued sick leave will continue to accrue the bi-weekly leave throughout the year. However, hours above 320 at the end of the fiscal year will not carry over into the next fiscal year. Upon separation, sick leave is not paid out to the employee.

Sick time will be reported on timecards and subtracted from the employee's accrued bank only in ½ day (four hour) or full day (8 hour) increments. An exception to recording in ½ day increments will be for use of sick time to supplement Short Term Disability benefits.