

March 2014

8.5 Sick Leave

Saint Mary's College of California

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Recommended Citation

Saint Mary's College of California (2014) "8.5 Sick Leave," *Staff Handbook*: Vol. 2014 , Article 73.

Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2014/iss1/73>

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8.5 Sick Leave

8.5.1 Sick Leave Accrual Rate

Employees accrue one (1) paid sick leave day per month of service, for a total of twelve (12) days per year, for absences due to sickness or disability. Part-time employees receive pro-rated sick leave based upon their percentage of full-time. Sick leave accrues from the first day of employment, and can be used without a waiting period.

8.5.2 Sick Leave Accrual Rules

Sick leave may be accrued up to a maximum of 60 working days. However, an employee will not be paid for accumulated unused sick leave under any circumstances, including at termination, resignation or retirement. Negative sick leave balances are not allowed – absent a request that the sick leave should be unpaid, negative sick leave balances will first be applied to any vacation accrual and when vacation is exhausted, pay will be reduced as allowed by law.

8.5.3 Sick Leave Approved Use

Sick leave may be used for a legitimate illness or disability of the employee, including pregnancy, or the illness of a member of the employee's immediate family (including a registered domestic partner as defined by applicable law), or for doctor/dentist appointments for the employee or his/her family member.

8.5.4 Sick Leave Procedures

If at all possible, the employee should give advance notice to the department supervisor before sick leave days are taken. Otherwise, notification should be given to the employee's immediate supervisor before 9:00 a.m. of the affected day.

8.5.5 Medical Certification

Employees may be required to provide a doctor's written certification concerning the need for sick leave and/or to establish the employee's authorized release to return to work. Employees may be required to provide to their immediate supervisor a note from a certified medical provider for any absence in excess of three (3) consecutive days. An employee who is absent without notice or appropriate excuse for three (3) consecutive working days is deemed to have resigned from his/her employment with the College.

8.5.6 Longer Illness or Disability

Any absence for illness or disability that continues beyond five (5) working days must be reported immediately to Human Resources by the employee and the employee's immediate supervisor so timely arrangements can be made for state disability payments or leave of absence

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if appropriate. If an employee’s illness exceeds accrued sick leave time, he/she may use accrued paid vacation or take unpaid leave. In applicable circumstances, the employee must contact Human Resources to integrate sick leave with other available leaves, e.g., workers’ compensation, family medical leave or disability.

8.5.7 Other Medical and Pay Issues

If the employee or a member of his/her immediate family has a serious medical condition requiring the employee to take a leave of absence from work, Human Resources must be notified immediately by the employee and his/her immediate supervisor so that appropriate Federal or California leave can be determined. (See FMLA section, below).

See Vacation Policy above to determine benefits and procedures.