

TITLE: PERSONNEL – SICK LEAVE – NON-AFFILIATED STAFF

1. All full-time non-affiliated staff shall be credited with twelve (12) sick days each year for absence due to personal illness or injury which will be accumulated from year to year to a total of one hundred sixty (160) days per contract. No payment will be made for unused sick leave. Sick leave shall be prorated for staff members employed after July 1 of any given year.
2. A Sick Leave Bank shall be established by deducting one (1) sick day from each full-time non-affiliated staff member's accumulation of sick leave. The assets of the sick leave bank shall be used for illness or disability of members of the non-affiliated staff only. No employee shall be entitled to the assets of the Sick Leave Bank until three (3) work days after use of their last individual accumulated sick leave day.
3. Illness or disability may be subject to medical verification at the request of the college after three (3) days of sick leave have been taken concurrently or within a seven (7) day period.
4. Sick Leave Bank days shall not be utilized beyond the college fiscal year (July 1-June 30) in which the employee's accumulated sick leave is exhausted.
5. Days that are placed into the Sick Leave Bank shall not be removed from the Bank for any other reason than stated in this section of the Board Policy Manual.
6. All records of the Sick Leave Bank will be maintained by the Business/Payroll Office. Employees will be notified of their sick leave status on a monthly basis throughout the year and of the status of the Sick Leave Bank on an annual basis, following the end of the July 1 – June 30 college year.

Date of Adoption: 1/25/00

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