

POLICIES OF THE
BOARD OF TRUSTEES

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- (1) Sick Leave Transferable
 - (1.1) Unused sick leave shall be transferred when an employee transfers between state agencies. Sick leave may also be transferred to a county mental health, public health, social services, or civil defense agency, if the county is willing to accept the leave. When a county employee transfers from one of the agencies listed above to a state agency, sick leave or any portion of unused sick leave may be transferred to the state agency.
 - (1.2) Employees subject to the Personnel Act may also transfer sick leave (or any portion of sick leave) from a state agency to a public school, community college or technical college or institute; and a public school, community college, or technical college or institute employee may transfer sick leave to a state agency if employed in a position that is subject to the Personnel Act when such transfer is deemed acceptable by the head of the employing agency or the local school administrative unit, community college, or a technical college or institute. An employee who transferred from a public school, community college, or a technical college or institute to a state agency or vice versa may be credited with any sick leave which he had at the termination of employment with the public school, community college, or technical college or institute or state agency provided that his employment was continuous and the change of employment occurred on July 1, 1967, or after. Employment will be considered continuous if a public school, community college, or technical college or institute employee accepts other employment with a state agency any time after the end of the academic year or before the beginning of the next academic year.
- (2) Separation
 - (2.1) Sick leave is not allowable in terminal leave payments when an employee separates from state service.

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- (2.2) Should an employee be separated before he has earned all of the sick leave taken, it will be necessary to make deductions from his final salary check for overdrawn leave on a day for day basis.
- (2.3) While an employee is exhausting sick leave, he earns all benefits for which he is entitled.
- (3) Reinstatement of Sick Leave
 - (3.1) Reduction in Force: Employees separated because of a reduction in force shall be credited with accrued sick leave if reinstated within one year.
 - (3.2) If an employee is separated for other reasons and is reinstated within one year from the date of his last workday, the College may consider reinstatement of sick leave credits accumulated at the time of separation.
- (4) Retirement Credit
 - (4.1) One month of credit is allowed for each 20 days, or any portion thereof, of sick leave to an employee's credit upon retirement.
- (5) Amount Earned
 - (5.1) A full-time employee who is working or on paid leave for one-half or more of regularly scheduled workdays in any month of his contract period shall earn sick leave computed at the rate of one day per month.
- (6) Accumulation
 - (6.1) Sick leave is cumulative indefinitely.
- (7) Advancement
 - (7.1) The College may not advance sick leave.
- (8) Verification of Sick Leave

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- (8.1) The College may require a statement from a medical doctor or other acceptable proof that the employee was unable to work to the end that there will be no abuse of sick leave privileges.
- (9) Sick leave may be granted for:
 - (9.1) Illness or injury which prevents an employee from performing his usual duties.
 - (9.2) Medical Appointments
 - (9.3) Quarantine due to a contagious disease in the employee's immediate family.
 - (9.4) The actual period of temporary disability connected with child bearing.
 - (9.5) Absences due to illness in the immediate family (confined to spouse, parents, children and other dependents living in the household).
 - (9.6) Death in the immediate family.
- (10) Sick leave is non-transferable to any other type of leave.
- (11) Leave Charges
 - (11.1) The minimum amount of sick leave which may be taken is one whole hour.
 - (11.2) Only scheduled work hours shall be charged in calculating the amount of leave taken. Saturdays, Sundays, and/or holidays are charged if they are scheduled workdays.
- (12) Effect of Sick Leave on Increments
 - (12.1) Sick leave with pay will have no effect on the employee's increment anniversary date.
- (13) Leave Records
 - (13.1) It is the responsibility of the College to maintain annual records for sick leave earned and taken for each employee. It shall be optional with the College as to when and how often the crediting and balancing of an employee's leave record is to be done. However, it must be done at least once by the end of each calendar year. The College should assume responsibility for notifying employees of leave absences at least once each year.

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(13.2) The College must retain sick leave records for all separated employees for a period of at least seven years from the date of separation.