

SICK LEAVE PROGRAM  
EFFECTIVE JUNE 1, 2013  
FREQUENTLY ASKED QUESTIONS

Q: Will exempt and non-exempt staff have the same sick leave program effective June 1, 2013?

A: Yes. There is currently no official sick leave program for exempt staff despite the fact that usage patterns do not differ much between exempt and non-exempt employees. A review of programs at other colleges similar to ours revealed that most have a sick leave program that pertains to all staff.

Q: Have any of the rules changed around the usage of sick time?

A: No. The “Approval and Documentation of Sick Leave” section in the program document addresses the process for usage which has not changed. However, this is a good opportunity to reinforce that recording of sick time on a compensated absence report lies with the employee, and responsibility for timely approval of compensated absence reports remains with the supervisor.

Q: How much will I have deposited into my account this summer as the program begins?

A: The grid below will determine how much is provided. Part-time employees will receive a pro-rated amount based upon hours worked.

Hired	Accrual
6/1/12 – 5/31/13	3.75 per month based upon month of hire
6/1/07 – 5/31/12	56.25 hours
6/1/02 – 5/31/07	112.5 hours
6/1/92 – 5/31/02	225 hours
Prior to 6/1/92	337.5 hours

Q: What happens if I run out of sick time?

A: Employees who run out of available sick time will be required to use vacation or floating holidays.

Q: Why is there a maximum? We did not have a maximum before.

A: Again, we discovered during our research of sick leave programs at other institutions that virtually none of them had unlimited sick leave benefits. The maximum of 450 hours is much more generous than what is typically provided by other colleges, and other employers in our area in general.

While we have a good record of sick leave compliance among our staff, having an unlimited sick bank leaves the College vulnerable to sick leave abuse. Having a limit decreases the risk of such abuse while still affording employees the opportunity to bank time if needed.

Q: How will sick leave work if I need to go out on medical disability, need leave time under the Family and Medical Leave Act (FMLA), or if I am out on Worker's Compensation?

A: Sick leave will be used in coordination with periods of medical disability (which may or may not trigger the need for FMLA) and Worker's Compensation. Each employee's situation is different, so it is important that you contact your supervisor and the Office of Human Resources as soon as possible if your leave will extend beyond 5 days, or if it is due to a work-related illness or injury.

Q: Does sick time roll over from one fiscal year to the next?

A: Yes, to a maximum of 450 hours.

As always, please contact the Office of Human Resources at extension 3276 with any questions.