

## **SICK LEAVE**

In order to minimize the economic hardships that may result from an unexpected, short-term illness, Cedar Crest College provides its regular, full-time staff with sick leave benefits. Sick pay is available only in the case of actual illness or injury of an employee. The use of sick time in excess of that which has been earned, or that which creates a hardship on the department, may result in disciplinary action.

**Full-time Non-exempt** staff accrue one sick day per month, up to a total of 12 per fiscal year (July 1 to June 30). Partial sick days are calculated in hours to the nearest half hour. Accrued, unused days may be accumulated up to a maximum of 15 days. Employees will not be paid for sick days in excess of those accrued. Sick leave continues to accrue only through the first fifteen days of sick leave. When an employee separates from service, he or she shall not receive compensation for unused accrued sick leave. Sick days may be used in hourly increments to cover scheduled absences for personal medical or dental appointments. Employees must provide at least 24 hours notice of appointments to his/her supervisor. For any non-work related illness or injury resulting in an absence of over 15 consecutive work days, please refer to the College's Short-Term Disability Insurance policy. To apply for Short Term Disability, contact Human Resources.

**Full time Administrative Exempt staff** are not allotted a specific number of sick days per year. After six months of employment, full time administrative employees are eligible for salary continuation in the event of a personal health issue that prevents them from reporting for work. Proper documentation from the employee's health care provider is required, particularly for absences exceeding three days. Salary continuation will end once long term disability coverage begins. See Long Term Disability policy. All time off for personal illness should be entered into the payroll system for tracking purposes.

Each supervisor is responsible for keeping accurate records of both their administrative and support employees' absences. Each employee is responsible for entering sick time off into the payroll system and for verifying the accuracy of these records on a regular basis.

**Reporting Absences:** Employees are expected to report their absence from work to their supervisor as soon as it is apparent that they are unable to work, and again, when they cannot return to work by the time previously stated. Employees may not use text messaging or email to report time off, unless otherwise agreed to with their supervisor. If the supervisor is unavailable, the employee must contact the supervisor's designee or Human Resources, which will then notify the employee's department of the absence. It is the responsibility of the supervisor to inform Human Resources of any employee absence of three consecutive days or longer.

**Medical Excuse:** Medical documentation is required for any absence of three or more consecutive work days, and additional medical documentation may be required at any time, at the College's discretion. Absences of three or more consecutive work days also requires a

health care provider's release to return to work. For extended absences, employees may be required to complete a Certification of Health Care Provider document in the event the sick leave qualifies under FMLA (please see Appendix I for the College's complete Family Medical Leave policy). A health care provider's certification is required once a month while an employee is on approved medical leave. Sick time used on the day before or the day following a holiday requires a medical excuse in order to be paid for the holiday.

**Requesting a Leave of Absence:** Employees requesting a leave of absence will be required to complete a "Leave of Absence Request" form, and return the form to Human Resources. Please see Appendix I for the College's complete Family Medical Leave Policy.