

**Section:** Sick Leave

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**Sponsoring Unit/Department:** Employee Service Center

## Sick Leave

The College provides sick leave for all employees which will accrue from the first day of employment. For eligible employees scheduled to work at least 30 hours per week, but less than 40, leave accrual shall be prorated based on the number of hours worked per week. Maximum accumulations are listed by employee type. Accumulation shall resume once the total number of hours falls below the maximum.

### Accrual by Employee Type

*Note: This table is explained further in Appendix A*

Employee Type	Contract Type	Sick Leave Accrual in hours	Leave Accrual Type	Maximum Accumulation
Instructional Faculty	9 Mo-169 days	58	One-time	1044
Instructional Faculty	12 Mo-221 days	75.8	One-time	1044
Instructional Faculty	Other	prorated	As credited	1044
Ed Support Faculty	9 Mo.169 days	80	One-time	1440
Ed Support Faculty	12 Mo-221 days	104	One-time	1440
Ed Support Faculty	Other	prorated	As credited	1440
Adjunct Faculty	Varies	1.0	Per 30 worked	40
Temporary-< 30 Hrs.	Varies	1.0	Per 30 worked	40
Staff	Full-time	4.0	Per pay period	1440
Staff	30-39 Hrs	prorated	Per pay period	1350
Administrators	Full-Time	4.0	Per pay period	1440

### Rules for Use of Sick Leave

Earned paid sick time shall be provided to all employees for use in the following circumstances:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- Care of a family member (see definition of family member below) with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others

because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or

**Domestic Violence.** The College authorizes absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:

- Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
- Services from a domestic violence or sexual violence program or victim services organization;
- Psychological or other counseling;
- Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
- Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

Care of the employee's newborn child or placement of a child with the employee for adoption or foster care.

Sick leave may not be used as an alternative to annual leave.

#### **Definition of Family member for purposes of Sick Leave**

- Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;
- A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
- A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

#### **Accrual and Accumulation**

For all employees sick leave will accrue from the first day of employment. Leave may be used once it is accrued.

Accrual rates vary by employee class. Sick leave is accrued every pay period.

An employee who, during the term of this policy handbook, retires from the College under the provisions of either the Arizona State Retirement System, Optional Retirement Plan, or the Public Safety Personnel Retirement System and, upon such retirement, has ten (10) or more continuous years of service as a regular employee with the College, shall be paid for unused accumulated sick leave days, in an amount equal to 75 percent of their daily rate of pay, to a maximum of \$100 per day, for a maximum of 100 days.

The amount determined in the preceding paragraph shall be payable to the employee at the time of retirement as an adjustment to their final pay. This payment may be received only once, and is not available to employees discharged for cause.

### **Request, Use, and Reporting of Sick Leave**

- Employees are expected to notify their supervisor of their need for sick leave as early as reasonably possible, and no later than the start of their regularly assigned workday. Employees must provide such notice daily, unless otherwise arranged with the immediate supervisor. When necessary, an employee may have someone provide the notice on their behalf.
- Employees will provide sufficient notice to the supervisor of a scheduled medical or dental appointment(s) and, as reasonably as possible, schedule such appointments to cause the least disruption to the work unit.
- The supervisor must notify the Employee Service Center/Benefits office if the sick leave extends beyond five work days. ESC, along with the supervisor, shall manage the leave and return to work.
- ESC may require medical documentation for absences longer than 5 consecutive work days.
- When an employee has exhausted available sick leave, the employee may use accrued annual leave for a sick leave absence.
- If the employee is on a corrective or disciplinary action pertaining to abuse of sick leave, then supervisory approval prior to the use is required for the use of annual leave for sick leave.
- An employee may not use sick leave to extend their employment beyond their last day physically worked.
- Special request, reporting, and/or use instructions:

### **Adjunct Faculty**

Adjunct faculty shall use sick leave time to cover sick leave related absences. If this is unavailable, they will use leave without pay. Sick leave and unpaid leave is debited at designated hourly rate.

The employee must use web time entry for reporting all absence, and a separate timesheet is required for absence from each class/course taught. Web time entry uses time in 15-minute increments rounded up or down at 7.5 minutes. For example, the employee shall enter absence from a 50-minute class as .75 hours, and absence from a 70-minute class as 1.25 hours.

### **Temporary Employees**

Temporary employees will use web time entry for reporting sick leave use for regularly scheduled work. Web time entry uses time in 15 minute increments rounded up or down at 7.5 minutes.

### **Return to Work**

Employees' health and well-being is of great importance to the College, and the College seeks to maintain a working environment that is safe and healthy in all respects.

Nevertheless, accidents, on-the-job injuries, and personal illnesses affecting employees' ability to work will inevitably occur, even in the safest and healthiest of workplaces. Employees are expected to report on-the-job

injuries and to refrain from working while injured or ill.

The College has implemented a return-to-work (“RTW”) process. The RTW process provides supervisors with direction on how to reintegrate Employees back into the workplace following medical leaves of absence and provides procedures to follow when returned employees exhibit signs of being unable to fully perform the duties and responsibilities of their positions. More information regarding the College’s RTW process can be found here: [Administrative Procedure 2.02.03](#)

### **Medical Certification**

The employee’s supervisor may request medical certification stating the employee was incapable of working and is now fit to resume work after three or more consecutive days of absence. To maintain confidentiality all medical certification and related documents are to be submitted and housed in the ESC. If the cause of such absence does not require the services of a physician, a written statement signed by the employee, setting forth the reason for the absence, may be required by the employee’s supervisor.

If there is a pattern of sick leave use without supporting medical documentation,

the employee’s supervisor may request medical certification stating the employee was incapable of working for less than three days of absence

### **Reinstatement of Sick Leave**

Upon return to employment within 9 months of the last day worked, the employee’s sick leave balance (up to 40 hours maximum) will be reinstated and be available for immediate use.

Any temporary employee, including Adjunct Faculty, hired by the college into a full-time position will retain any accumulated sick leave accrued during the prior 9 months (up to 40 hours maximum).

### **Transfer of Sick Leave to Annual Leave**

By written request to ESC, employees may transfer up to 40 hours of sick leave to annual leave during the month of June, effective the following fiscal year. If the employee’s regularly scheduled work week is less than 40 hours, the transfer of sick leave to annual leave is prorated accordingly. Transfer may be made as follows:

<b>Hours of Sick Leave Used</b>	<b>Maximum Hours to Transfer</b>
0-16	40
17-24	32
25-32	24
33-40	16
41-48	8

Employees must maintain a minimum balance of 40 sick leave hours in their sick leave account after transfer.

### **Compensation for Unused Accumulated Sick Leave**

An employee who retires from the College under the provisions of either the Arizona State Retirement System, Optional Retirement Plan, or the Public Safety Personnel Retirement System and, upon such retirement, has ten (10) or more continuous years of service as a regular employee with the College, shall be paid for unused accumulated sick leave days, in an amount equal to 75 percent of their daily rate of pay, to a maximum of \$100 per day, for a maximum of 100 days.

The amount determined in the preceding paragraph shall be payable to the employee at the time of retirement as an adjustment to their final pay. This payment may be received only once, and is not available to employees discharged for cause. A full-time regular employee, with seniority date established on or after July 1, 1999, who separates from the College as a result of their death, shall be eligible for the sick-leave pay out provision (subject to the above criteria and maximum of ten-thousand dollars).

This benefit may be subject to change in accordance with ASRS rules.

## Appendix A: 'Accrual By Employee Type' Table Explanation

### Faculty

- Each instructional faculty member on an academic year contract with 169 days of accountability is credited ten days (58 hours) of sick leave per year on September 1.
- An instructional faculty member who is on active leave status at the beginning of their contract year, but whose leave is exhausted prior to September 1, will be credited with 10 days (58 hours) on September 1 and may apply the leave retroactively.
- At the beginning of each fiscal year, educational support faculty members or 12-month instructional faculty on a contract with 221 days of accountability are credited 13 days (104 hours for educational support faculty or 75.8 hours for 12-month instructional faculty) of sick leave per year.
- Educational support faculty members on a contract with 169 days of accountability are credited ten days (80 hours) of sick leave per year on July 1.
- Faculty with non-standard days of accountability are credited hours proportionate to the number of accountable days of annual employment.
- Each faculty member may accumulate no more than 180 days (1044 hours for instructional faculty, 1440 hours for educational support faculty) of sick leave.

### Adjunct faculty

- Paid sick time is accrued at a rate of 1.0 hours per 30 hours worked.
- Each load hour is equivalent to 2.25 hours worked per week.
- Sick leave is credited per pay period based on equivalent contract hours worked that pay period times 1/30th.
- Sick leave calculation
  - To determine the hours of sick leave accrued, multiply 2.25 hours X the number of load hours X the number of weeks the class is offered, divided by 30
  - Example: An adjunct faculty member teaches a 3.0 load hour course in a traditional 16-week format. The calculation for accrued leave would be 2.25 hours X 3.0 load hours X 16 weeks, or 108. Divide 108 by 30. The accrued sick leave is 3.6 hours.

**Staff**

- The College shall credit each full-time, regular employee with 4.0 hours sick leave for each full pay period worked.
- Employees may accumulate a maximum of 1440 hours of sick leave (1350 hours for benefit eligible personnel less than 40 hours).