Time off from work: policy for use of sick leave.

Except where specified, the following applies to all employees, excluding faculty and librarians.

(A) All uses of sick leave must be approved by the responsible administrator.

(B) Sick leave may be used in the following instances:

(1) Illness or injury to the employee.

(2) Death of a member of the employee’s immediate family (sick leave usage limited to five working days).

(3) Medical, dental or optical examination or treatment of the employee or a member of the employee’s immediate family.

(4) If a member of the employee’s immediate family is afflicted with a contagious disease or if a member of the employee’s immediate family requires the care and attendance of the employee.

(5) When through exposure to a contagious disease, the presence of the employee at the job would jeopardize the health of others.

(6) Disability due to pregnancy.

(C) The employee’s “immediate family” is defined as: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, mother, father-in-law, mother-in-law, spouse, child, grandchild, legal guardian or other person who stands in a place of a parent (in loco parentis).

(D) A classified or unclassified non-exempt employee who becomes ill or who is injured while on duty must receive permission from the supervisor or the designated representative before leaving the job.

(E) When an employee leaves work early because or illness or injury, sick leave is charged for only the amount of time actually not working.

(F) If an employee uses sick leave for a period exceeding the employee’s accumulated sick leave, the employee is placed on leave of absence without
pay for illness.

(G) Sick leave is normally charged in minimum units of one hour.

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Certification: Mary A. Owens signature
Mary A. Owens

Date: February 6, 1980

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