

Section: Sick Leave
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Sponsoring Unit/Department: Employee Service Center

Sick Leave

The College provides sick leave for all employees. Employees who accrue sick leave will start accruing on the first day of employment and will accrue each pay period until the maximum accrual is reached. Accumulation of sick leave will resume once the total number of hours falls below the maximum.

Lump sum allotments are added as described in the table below and in Appendix A.

Leave may be used once it has been earned.

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
Full-time Faculty	9 Mo.169 days	80	One-time	1440
Full-time Faculty	12 Mo. 221 days	104	One-time	1440
Full-time Faculty	Other	prorated	As credited	1440
Adjunct Faculty	Varies	40	Lump sum on 30th day of employment and annually each July thereafter	40
Temporary	Varies	40	Lump sum on 30th day of employment and annually each July thereafter	40
Work Study	Part Time	40	Lump sum on 30th day of employment and annually each July thereafter	40
Staff	Full-time	4.0	Per pay period	1440
Staff	< 40 Hrs	prorated	Per pay period	1440
Administrators	Full-Time	4.0	Per pay period	1440

Rules for Use of Sick Leave

- Earned paid sick time maybe used in the following circumstances:
- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, training 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, training 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 exposure to a communicable disease, whether or not the employee or family member has contracted the communicable disease;
- Care of the employee's newborn child or the placement of a child with the employee for adoption or foster care.

Safe Leave. The College authorizes time off from work for qualifying safe leave purposes related to seeking safety and recovering from domestic violence, dating violence, sexual assault, stalking, or related forms of abuse or harassment for the employee or the employee's family member. If both parties related to the request for Safe Leave were employees or students of the college at the time of occurrence, the college is obligated to notify the Title IX coordinator or deputy coordinator upon receipt of the request. Qualifying safe leave purposes include the following:

- Seeking medical treatment, including seeking mental health services such as counseling or therapy;
- Securing housing or relocating;
- Obtaining services from organizations or groups that provide services for survivors of domestic violence, sexual assault, image-based abuse, human trafficking, or stalking;
- Participating in safety planning or taking other actions to increase safety;
- Attending court to obtain a protective order, participate in child custody proceedings, or obtain legal or other victim services; or
- Otherwise dealing with the consequences of the abusive behavior (for example, arranging for childcare, enrolling a family member in a new school due to relocation).

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.

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 else provide the notice.
- 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 should notify the Employee Service Center/Benefits (ESC) office if the sick leave extends beyond five work days. The ESC and the supervisor, shall manage the leave and return to work. The ESC may ask for medical documentation regarding the sick event.
- Sick leave may not be used in place of annual leave.
- When an employee has exhausted available sick leave, the employee must use accrued annual leave, if available, for a sick leave absence to maintain benefits eligibility.
- An employee may not use sick leave to extend their employment beyond their last day physically worked.
- Abusing sick leave or having unscheduled unpaid absences from work is considered a violation of the Employee Code of Conduct and may be subject to corrective action.
- If the employee is on corrective 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.

Abuse of Sick Leave

Abuse of sick leave is determined on a case by case basis in consultation with HR and the supervisor.

Situations that could lead to a designation of "Abuse of Sick Leave" include:

- Unauthorized leave
- Patterns of excessive use
- Patterns of use creating a burden on the department without medical documentation of need
- Patterns of use creating an issue with the completion of required work without medical documentation of need
- Use of unpaid leave without medical documentation

Examples may include but are not limited to:

- Repeatedly calling out the day before/after a holiday
- Regularly calling out Mondays/Fridays

- Utilizing sick leave for unintended purposes such as errands or extending annual leave
- Medical appointments frequently always scheduled during important department activities

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 are debited at the designated hourly rate. Each load hour is equivalent to 2.25 hours worked per week

The employee must use web time entry for reporting all absences, and a separate timesheet is required for absences 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.

Non-Exempt Staff and Temporary Employees

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

Medical Documentation

The employee's supervisor may request the employee provide medical documentation to the ESC stating the employee was incapable of working and is now fit to resume work after three or more consecutive days of absence. If the cause of such absence does not require the services of a physician, a written statement signed by the employee stating 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 should consult with ESC and HR. After consultation, the supervisor may request the employee provide medical documentation to the ESC stating the employee was incapable of working for less than three days of absence.

To maintain confidentiality, all medical documentation and related documents are to be submitted directly to and housed in the ESC.

Return to Work

Employee 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

Transfer of Sick Leave to Annual Leave

By written request to ESC, employees who are eligible for annual leave 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:

Hours of Sick Leave Used	Maximum Hours to Transfer
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.

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).

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 (80 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 ten days (80 hours) on September 1 and may apply the leave retroactively.

- Educational support faculty members or 12-month instructional faculty on a contract with 221 days of accountability are credited 13 days (104 hours) of sick leave per year on September 1.
- Educational support faculty members on a contract with 169 days of accountability are credited ten days (80 hours) of sick leave per year on September 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 (1440 hours) of sick leave.

Adjunct Faculty/Temporary Staff/Work Study

- Adjunct Faculty, Temporary Staff, and Work Study employees are credited 40 hours of sick leave in a lump sum on their 30th day of employment and annually each July thereafter.
- Adjunct Faculty, Temporary Staff, and Work Study employees may not accumulate more than 40 hours of sick leave.

Staff

- The College shall credit each full-time, regular employee with 4.0 hours sick leave for each full pay period worked. All benefit eligible personnel that work under 40 hours will accrue a prorated number of hours per pay period.
- Employees may accumulate a maximum of 1440 hours of sick leave.