



POLICY: 2.11

Policy Owner: Chief Human Resources Officer

Sick Leave

POLICY STATEMENT

Yavapai College understands that there may be times when employees are unable to report to work due to personal or family health issues or other emergencies.

All Yavapai College employees are eligible to accrue and use paid sick leave. This policy establishes guidelines and expectations for employees that are specific to the College's workplace.

Accrual of Sick Leave

The accrual period will run on a fiscal year (July 1-June 30). The following schedule outlines sick leave accrual based upon employee class.

Class	Working	Accrual Rate	Maximum Sick Days or Hours per year
Full-Time Staff	12 months	3.69 hours per pay period	12 days/96 hours
Full-Time Staff	Less than 12 months	4.21 hours per pay period	10 days/80 hours
Full-Time Faculty	Paid over 12 months	3.08 hours per pay period	10 days/80 hours
Full-Time Faculty	Paid over 9 months	4.21 hours per pay period	10 days/80 hours
Part-Time Staff, Student Workers and Temporary Employees	Less than 30 hrs per week	0.034 hours per hour worked	40 hours
Adjunct Employees	Less than 30 hours per week	0.034 hours per load hour worked	40 hours

- Full-time employees shall accrue sick leave as follows:
 - On the first day of full-time employment
- Part-time employees shall accrue sick leave as follows:
 - Part-time staff, adjuncts, student workers and temporary employees accrue one (1) hour of sick leave for every 30 hours worked, up to a maximum of 40 hours per year
 - On July 1, 2017 or the first day of employment, whichever is later

Use of Earned Paid Sick Leave

- Full-time employees can begin to use their sick leave upon accrual
 - An eligible employee on FMLA, paid status, continues to accrue paid sick leave. An employee on unpaid sick leave does not earn sick leave (Policy 2.12).
 - Faculty granted paid sabbatical do not accrue sick leave during the sabbatical period nor are the accumulated days of sick leave reduced as a result of illness during the sabbatical (Policy 2.35).
 - Unused sick leave will carry over from year to year; however employees may only use a maximum each year as follows:
 - Full-time: 70 days/560 hours
- Part-time staff, adjuncts, student workers, and temporary employees may not begin to use their accrued sick leave until 90 days of employment have passed.
 - Unused sick leave will carry over from year to year; however employees may only use a maximum each year as follows:
 - Part-time: 40 hours
- General Guidelines:
 - Paid sick leave will be limited to the amount of sick leave that the employee has earned to date. Any time off in excess of the employee's leave balance will result in unpaid leave.
 - Leave which is approved under the Family and Medical Leave Policy (Policy 2.12) will be charged against the employee's unused, accrued sick leave as specified in that policy.
 - Paid sick time may be taken in full or partial days; as little as 0.25 (1/4) hour increment.
 - Sick time will be paid at the employee's straight-time rate of pay.
 - Earned paid sick leave shall be provided to an employee for the following events:
 - An employee's diagnosis, care or treatment of a mental or physical illness, injury or health condition, including preventive medical care.
 - Care of a family member's diagnosis, care or treatment of a mental or physical illness, injury or health condition, including preventive medical care.
 - Closure by order of a public health official of the employee's place of business due to a public health emergency or when it has been determined by a health care provider that the employee's or family member's presence in the

community may jeopardize the health of others due to exposure to a communicable disease.

- Necessary absence due to domestic violence, sexual violence, abuse or stalking to allow the employee to obtain for themselves or a family member the following:
- Medical attention needed to recover from physical or psychological injury or disability caused by the above
- Services from a domestic violence/sexual violence program or victim services organization
- Psychological or other counseling
- Relocation or steps to secure an existing home due to the above
- Legal services, including preparing for or participation in any civil or criminal legal proceedings due to the above

Family Member Definition

For purposes of this policy only, a “family member” is:

- 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 assumed parental responsibilities, without being the parent;
- A biological, foster, stepparent, or adoptive parent or legal guardian of the employee or the employee’s spouse or domestic partner; or a person who assumed parental responsibilities for the employee or employee’s spouse or domestic partner when he or she was a minor child;
- The employee’s lawful spouse or domestic partner as registered under the laws of any state or political subdivision;
- A grandparent, grandchild or sibling (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 is the equivalent of a family relationship.

Requests to Use Sick Leave

- **Planned Time Off:** When the need for time off can be planned, such as elective surgery or a doctor’s appointment for preventative care, the employee shall make a good faith effort to provide advanced notice to the employee’s supervisor of the need for such time off and scheduled so as to not disrupt the operations of the department.
- **Unplanned Time Off:** When the need for time off cannot be anticipated, such as a sudden illness or injury, the employee must contact the employee’s supervisor, or someone else designated to receive such communications, at least one hour prior to the start of the employee’s shift. For each continued day of absence, the employee should also notify the supervisor or another designated person within their department before or within one hour before the start of

the work day, unless the supervisor gives the employee specific instructions to the contrary. Failure to notify may jeopardize the use of the sick leave benefit for the day.

- The employee may request to use sick leave verbally, in writing or electronically (text, email) or by a means specified by the employee's supervisor.

Documentation to Support the Need for Time Off

- After an employee has been absent for 3 or more consecutive work days, documentation regarding the absence may be requested as follows:
 - Health related absence: Documentation signed by a health care professional stating that that absence was necessary. The documentation should not provide specific details of any health condition, except as necessary to comply with the federal Family and Medical Leave Act.
 - Domestic Violence, Sexual Violence, Abuse or Stalking: Documentation such as a police report, protective order, written employee statement, witness advocate/victim services organization statement, etc. (excluding specific details about the violence, abuse or stalking).

Reporting and Recordkeeping

- It is the employee's responsibility to accurately report the hours he/she did not work for which sick leave was requested and used.
- Employees may file a complaint with Human Resources if they have used or requested to use sick leave and believe that their supervisor may be retaliating against them for making such a request.

Payment upon Termination

- Full-time employees who separate employment after 15 years of continuous service receive a payout of accumulated sick leave, up to 70 days (560 hours), at the rate of \$60.00 per day, not to exceed \$4,200.
- All other employees who separate from employment, regardless of the reason, will not be paid for any unused sick leave. If an employee returns within 9 months, the employee's sick leave balance at separation will be reinstated and will be available for the employee to use upon rehire.

POLICY HISTORY

Formerly 2.3.6, Adopted 1/25/2000
Formerly 2.3.6.1, Revised 1/4/2010
Revised 8/15/2011
Revised 5/1/2012
Renumbered to Policy 2.11 in 10/2014
Revised 8/4/2015
Revised 07/01/2017
Revised 6/21/17
