

DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

SICK LEAVE

POLICY 3.2.5

I. Amount Earned

- A.** A full-time regular employee working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn eight (8) sick leave hours per month (ninety-six (96) sick leave hours per year for twelve (12) month employees).
- B.** A part-time regular employee with benefits working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn prorated leave. The proration is determined by calculating the part-time hours worked per week, divided by a regular workweek, to arrive at the allowable proportionate time.
- C.** Unused sick leave may be used for credit towards retirement under the policies and regulations of the North Carolina Teachers' and State Employees' Retirement System.

II. Advancement

The College may advance sick leave not to exceed the amount of sick leave an employee can earn during the current fiscal year. Such sick leave advancement must be approved in advance by the appropriate Vice President and will only be used in extraordinary situations. Upon termination, sick leave that has been advanced, but not earned, shall be deducted from terminal pay. At June 30, sick leave that has been advanced, but not earned, shall be deducted from the June paycheck, if other applicable leave is not available. Any residual balance of advanced leave will be subject to collection as any debt owed to the college.

III. Verification

Sick leave of more than three consecutive days may require supportive documentation signed by the physician providing satisfactory evidence of inability to return to work. Employees will not normally be required to furnish certification substantiating a request for approval of sick leave for three days or less. Exceptions may include excessive absenteeism not covered under FMLA. The supervisor will notify the Human Resources Department when an employee has been out for more than three consecutive days. Communication with the employee may be made at the discretion of the Director of Human Resources. Communication may be made with the medical provider upon consent of the employee and in keeping with any applicable federal and state laws. (See Policy 3.2.13)

IV. Accepted Uses

Sick leave may only be used for the following reasons:

- A.** Illness, medical condition or injury of the employee or the employee's immediate family. For purposes of this Policy, "immediate family" means the employee's spouse, parent, child, sibling, grandparent, or grandchild. This also includes all step, half, and in-law relationships;
- B.** Bereavement Leave (see Policy 3.2.16 - Bereavement Leave);
- C.** Medical appointments for an employee or the employee's immediate family;
- D.** Quarantine due to a contagious disease in the employee's immediate family living in the same house;
- E.** The actual period of temporary disability due to childbearing and recovery, adoption or bonding with the child up to 12 weeks.

V. Other Procedures

A. Leave Charges

All sick leave shall be taken in half hour increments. Only scheduled work hours shall be charged in calculating the amount of sick leave taken. Saturdays and Sundays are charged only if they are scheduled workdays.

Earned compensatory time must be used before using sick leave.

B. Transfer of Leave

An employee who transferred from a North Carolina public K-12 school, North Carolina community college, a UNC System University, or a state agency ("public employers") to the College shall be credited with any sick leave which s/he had at the end of employment with the public employer provided that his/her employment was continuous.

C. Separation

When an employee separates from College employment, the College shall not pay the employee for any accrued, unused sick leave.

If an employee separates from College employment and is overdrawn on sick leave, the College shall make deductions from the employee's final pay check. All

deductions shall be made in half hour increments. As consideration for providing sick leave, employees voluntarily agree to such deductions from their final pay check.

D. Reinstatement of Sick Leave

Employees separated from College employment for reasons unrelated to disciplinary reasons shall be credited with all accrued, unused sick leave at the time of their separation if reinstated within five years from the date of separation.

E. Recordkeeping

It is the responsibility of an employee and his/her supervisor to assure that all sick leave is reported accurately. Leave forms must be completed for every use of sick leave. Sick leave records are maintained and recorded in the Payroll Office as well as by a record keeper in each department. The College shall maintain annual records for sick leave earned and taken for each employee. The College shall notify employees of their total sick leave balance at the end of each month. The College shall retain all sick leave records of all separated employees for a period of at least five (5) years from the date of separation.

Adopted: November, 2019