



ADMINISTRATIVE POLICY

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SICK LEAVE

1. Regular full-time employees shall accumulate sick leave (a day of sick leave is equal to eight (8) hours) based on continuous employment as follows:
 - a. Ten (10) days per year (6.66 hours/mo.) for the first three (3) years.
 - b. Fifteen (15) days per year (10 hours/mo.) for every year thereafter.
2. Part-time employees with an FTE of .50 or more shall accrue sick leave on a prorated basis. Temporary employees, including student assistants, and employees working less than .50 FTE do not earn or accrue sick leave.
3. Sick leave accrual will be on a monthly basis beginning July 1 each year through June 30 of the following year. In determining the accrual of sick leave time, the fifteenth (15th) day of the month will be considered vesting date.
 - a. An eligible employee beginning on or before the fifteenth (15th) day of the month will be granted accrual for that month and an employee beginning after the fifteenth (15th) will not.
 - b. An employee separating from employment on or after the fifteenth (15th) day of the month will be granted accrual for that month and an employee separating before the fifteenth (15th) will not.
4. Sick leave will not accrue for any month that an individual is not working at least half of the month due to leave without pay due to disciplinary action, exhausted leave time, or Family Medical Leave.
5. Unused sick leave may be accumulated and carried forward from year to year, up to a total accumulation of ninety (90) work days (720 hours).
6. Leave must be submitted in fifteen (15) minute increments.
7. Eligible employees, under the Family and Medical Leave Act, may be granted leave when, because of personal illness or injury, pregnancy or childbirth, they are

unable to perform their assigned duties. Sick leave may also be used for illness in the immediate family if the employee's attendance is required. Immediate family is defined as mother, father, sister, brother, spouse or child.

8. If an employee must schedule a medical or dental appointment during working hours, it should be made at the convenience of the department.
9. Pratt Community College reserves the right to require a physician's statement for any sick leave absence when requested by the Human Resources office, immediate supervisor, Vice President, Director of Athletics, Chief Information Officer, or President. Payment for sick leave may be subject to receipt of the physician's statement.
10. A physician's statement provided to the Human Resources office is required for absences lasting three (3) or more continuous days.
11. As a rule, sick leave time should be taken only after it has been earned. However, this should not preclude a reasonable degree of flexibility if particular circumstances warrant it. For example, if an employee wishes to "borrow" time supervisor's approval. A maximum of forty (40) hours will be allowed. Should employment terminate before the "borrowed" hour(s) are earned, the time must be paid back and will be deducted from the employee's final check.
12. When an employee changes from temporary full-time employment to regular full time employment status with no break in service, sick leave accruals are retroactive to the employee's original hire date.
13. When an employee changes from regular part-time employment to regular full-time employment status with no break in service, sick leave accruals are retroactive to the employee's original hire date.
14. Employees who transfer from one department to another within the institution will bring their accumulated sick leave to their new department. It is the responsibility of the receiving department to provide funds for the transferred employee's sick leave when he/she uses it.
15. Upon termination of employment, the employee forfeits all accumulated sick leave. Employees are not paid for unused sick leave.

Revision Dates: 07-02-2024, 09-09-2014, 06-24-2008, 11-22-2005, 09-27-2005.