I. **POLICY**

Salt Lake Community College will accrue one work day of sick leave for each month of service for full-time, regular, salaried employees. Full-time, regular, salaried employees working between 75% and 100% FTE receive sick leave in proportion to the percent of time worked. Full-time faculty accrue one work day per month for each month of their appointment. There is no limit on accumulation.
I. REFERENCES

A. SLCC Policy Chapter 2, Section 2.01, Employee Definitions and Categories
B. SLCC Policy Chapter 2, Section 4.13, Family and Medical Leave
C. SLCC Policy Chapter 2, Section 4.16, Sick Leave Pool

II. DEFINITIONS

A. Full-Time, Regular, Salaried Employee. One who is employed at least 75% of full-time equivalent (FTE); i.e., six hours or more per day, or 30 or more per week, or 1,566 hours per year for staff employees hired with the intention of working more than six months and 75% or more of a regular academic load for regular faculty.

B. Domestic Partner. A person with whom the employee meets the following criteria: (a) both are at least 18 years of age or older; (b) are recognized as unmarried in the State of Utah; (c) mentally competent to consent to this partnership; (d) not related by blood in the way that prohibits lawful marriage; (e) share the same primary residence and have been in a mutually exclusive relationship for at least the last six (6) months, and have plans to continue this arrangement on an indefinite basis; and (f) are jointly responsible for the common welfare of each other and share financial obligations.

III. PROCEDURES

A. Sick Leave Use.

Accrued sick leave can be used for:

1. Personal illness, including personal illness for birth of a child, or injury.
2. Injury or illness of a spouse, domestic partner, child, step-child, or parent as defined in the FMLA.
3. General accrual. Full-time regular, salaried employees working between 75% and 100% FTE receive a pro-rata accumulation.
B. **Family and Medical Leave Substitution.** Employees must use any available accrued time when taking Family and Medical Leave for their own serious health condition or the serious health condition of a spouse, domestic partner, child, step-child, or parent as defined in the Family and Medical Leave Policy. Sick leave will not accrue during the unpaid portion of a Family and Medical Leave.

C. **General Accrual.** Eligible employees hired between the first and fifteenth of the month will begin accruing sick leave as of the first of the month. Employees hired between the sixteenth and the last day of the month will receive one-half day for that month and one sick leave day per month thereafter.

Sick leave does not accrue during periods of leave without pay including holiday closure and any unpaid portion of a Family and Medical Leave. Sick leave is not required for scheduled holidays and non-appointment days for faculty.

D. **Sick Leave Pool.** Employees may apply to use sick leave from the sick leave pool as outlined in policy.

E. **Advancing Unaccrued Sick Leave.** Advancing unaccrued sick leave (up to 30 days) requires a written request, with supervisor recommendation, to be sent to Human Resources. Human Resources will then forward the letter to the appropriate cabinet member for approval. Conditions for repayment will be decided upon at the time of approval. Any sick leave required beyond the initial 30 day extension requires written approval from the College President.

F. **Employee Responsibilities.** Employees are responsible for notifying their supervisor prior to or on the first day within the first hour at the start of the shift following departmental guidelines. Employees requested to provide medical documentation of an illness or injury shall submit documentation directly to the Human Resources Office. Allowances can be made when the need for leave is unforeseeable.

G. **Supervisor Responsibilities.** Supervisors are responsible for reviewing and approving an employee’s submitted sick leave through web or department time entry.

H. **Confidentiality.** Medical information obtained during the FML application process is kept confidential. Supervisors will be notified of restrictions or limitations. Supervisor’s should not request additional information from the employee or share confidential information with co-workers. A supervisor must be aware that disclosure is the sole prerogative of the affected employee.
I. **Sick Leave Conversion.** Full-time, benefit eligible staff employees can convert accrued sick leave to vacation. Faculty does not participate in this program as they do not accrue vacation leave. Retiring employees can also convert unused sick leave to cash when approved procedures are followed.

1. Converting sick leave to vacation leave requires an accumulated base of 18 days of unused sick leave prior to July 1. Conversion is then determined from the number of unused sick leave days accumulated during the next fiscal year beginning July 1.

2. Only employees who have used less than 4 days of sick leave during the fiscal year are eligible to convert.

   Example #1: 12 days were earned during the fiscal year, no sick days were used by the employee, four (4) days may then be converted to vacation.

   Example #2: 12 days were earned during the fiscal year, 4 days of sick leave were used, no days may be converted to vacation leave.

   (The maximum number of days an employee may convert in one year is 4.)

3. Each new fiscal year constitutes a new conversion period. If the original eligibility base of 18 days is used during the year for sick leave purposes, the employee must once again build up to 18 days of unused sick leave before being eligible for sick leave conversion.

4. Payroll will send a conversion form by campus mail to eligible employees. The employee must sign and return the form by the specified deadline.

J. **Sick Leave Cash Out.** In order to become eligible for a sick leave cash out, upon regular or early retirement, an employee must have accumulated at least 100 days of earned and unused sick leave. For every day of earned and unused sick leave accumulated above 100 days, a payout of one day will be made upon retirement (at the rate of $100.00 per day) up to a maximum of 25 days.

K. **Workers Compensation.** When an employee is unable to work due to a work related injury, the employee should continue to submit a full day of sick leave through the web or department time entry. Risk Management will notify the Payroll Office when
an employee receives compensation from Worker’s Compensation. The Payroll Office will make the appropriate adjustments to the employee’s pay and will calculate the hours of sick leave, based on the amount of compensation to be credited back to the employee’s sick leave balance.

When an employee has no sick leave balance, the employee will be placed on Leave Without Pay/With Benefits and no further adjustments will be made to their pay or sick leave balance.

A State workers compensation benefit is paid after three days when a qualified employee is off work due to a job related accident or illness. The benefit pays 66 2/3% of the normal salary, with maximum limits.

The College pays sick leave pay (normally 33 1/3%) where it has been earned and not used, thus equaling 100%. The College only deducts 33 1/3% of the normal sick leave day for each day that the employee receives workers compensation. This is arranged at the Payroll Office.

L. Records. The Banner HR system maintains a history file of all recorded employee absences.