

Refer to Section B Personnel
Human Affairs Unit
Procedure for B27 Sick Leave



Midway College provides sick pay to regular, full-time employees during a period of absence due to sickness or accident to them or to be with ill or injured members of their immediate families.

PROCEDURE

1. Immediate family is defined as spouse, dependents and parents
2. Regular, full-time employees receive full pay based on the accrual of sick days at the rate of one day for each month of continuous service
3. No limit is set on the number of sick days that may be accumulated. However, days accumulated over 90 days may be used only after long-term disability insurance benefit payments are exhausted. The days over 90 will serve as a reserve for use after the employee has returned to work. At no time will an employee be allowed to collect benefits from long-term disability insurance and sick pay at the same time.
4. Sick leave accrues in hourly increments on a payroll biweekly basis. Accrual begins with the first payroll check.
5. Sick leave is to be used only for illnesses, injuries, and/or medical appointments and terminating employees shall not be paid for unused sick leave.
6. Injuries or illnesses occurring as a direct result of work for Midway College are covered by Worker's Compensation, and sick leave may not be applied toward those instances.
7. Employees should notify their supervisors prior to the beginning of their work day if they will be absent from work.
8. Absence from work for more than three days without proper notice to the supervisor may constitute automatic termination and subsequent loss of all benefits. Not reporting for work without prior approval is grounds for disciplinary action.
9. An employee who is sick or injured and unable to work for more than three consecutive days is required to submit a doctor's statement to the supervisor to verify the illness or injury and to explain when the employee will be able to return to work. The statement must be submitted to the supervisor, who will forward it to the business office for the employee to be eligible for sick pay. The consistent use of sick leave as it is accumulated may be considered to constitute abuse of the privilege and may be grounds for disciplinary action and, if continued, may be grounds for dismissal. The supervisor may require a doctor's statement to substantiate excessive use of sick leave when abuse is suspected.
10. Non-exempt employees record sick time used on their timecards. Exempt employees must report all sick days used to their supervisor. Departmental absence report forms are

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completed, verified and signed off by the cabinet member for the area. Absence report forms for a given pay period are due in the payroll office by noon on Monday the week of payroll.

11. Regular, full-time employees who have exhausted their accrued sick days may use accumulated vacation days for illnesses or injuries or apply for a leave without pay.
12. The advance use of unearned sick leave is not permitted. Employees will be paid for sick days in the current period only if there is a sufficient balance of accrued prior leave to cover the absence(s).
13. Sick leave will continue to accrue when an employee is on college-paid sick leave.
14. Sick leave will not accrue while an employee is on unpaid leave of absence from the college or while on insurance-paid long-term disability leave of absence. Holidays are not paid while on leave of absence without pay.
15. The employee's available sick leave balance is shown on their pay stub. The number of days taken is also shown on the pay stub. Days taken is a cumulative number for the current fiscal year, it is not a pay period number.
16. Accumulated sick days are not reinstated for employees who terminate employment with Midway College and return at a later date.
17. Employer-paid benefits, including retirement and insurance, will be paid by the college while an employee is on college-paid leave.
18. Employer-paid benefits, including retirement and insurance, will not be paid by the college while an employee is on unpaid leave of absence from the college or while on insurance-paid long-term disability leave of absence. Employees have the option of paying their own insurance costs while on unpaid leave of absence. However, under the Family Medical Leave Act, health insurance will be paid during an approved medical leave without pay.
19. Time off without pay for a short term may be granted by the supervisor only for unusual illness situation and only when an employee's accrued sick leave is exhausted. For extended leave, see Personnel 31 Leave of Absence.
20. Employees who have unscheduled absences (call in sick) the day prior and/or the day after a holiday will be ineligible for both paid sick leave and holiday pay for those absences.

Approved: _____
Dr. Drake

Date: _____