

SUPPORT STAFF SICK LEAVE

Please note the supplemental sick leave program referenced in this policy has been suspended.

Personal Illness

The term *personal illness* includes pregnancy and other related medical conditions, and all conditions described as "family illness; quarantine, set forth in Regulation GDCA-R.

Eligibility

Career staff personnel employed twenty (20) hours per week or more are eligible for accumulated sick leave. Career staff personnel employed for less than twenty (20) hours per week and temporary employees are not eligible for sick leave benefits.

Probationary career employees will be allowed to accrue and use their accrued sick leave during the probationary period.

Earned Sick Leave

Sick leave is a privilege and not a right. Eligible employees may be entitled to earn paid sick leave based on their regularly assigned daily hours worked at the rate of one (1) day per month worked up to a maximum of eight (8) days per year for academic-year employees and up to a maximum of ten (10) days per year for fiscal-year employees. Sick leave may be taken in no less than one-quarter (1/4) hour increments.

Automatic Accrual

One day of sick leave will be "earned" by the fifteenth (15th) day of each month up to the limit of the accrual allowed eligible employees. To earn one (1) day of sick leave an employee must work or be on paid leave for at least seventy-five percent (75%) of the regularly scheduled working days in the calendar month.

To ensure that the computer method used does not constitute a gift of public funds at any time, the payroll department will be responsible for making upward and downward adjustments as needed depending upon the anniversary date of the individual employee.

Supplemental Sick Leave

When sick leave has been exhausted and an employee in this category experiences additional loss of time due to personal illness, the employee may use any supplemental sick leave accrued and shall thereby receive one-third (1/3) of the employee's daily rate

of pay times the number of days absent, or shall have deducted from regular salary an amount equal to the rate of a daily support staff substitute pay times the number of days absent, whichever is most advantageous to the employee, for a period not to exceed thirty (30) such one-third (1/3) working days per work year.

The accumulation of these days shall not be carried from one year to the next.

Commencing with the fiscal year, supplemental sick leave is earned at the rate of three (3) such one-third (1/3) working days per month but shall not exceed thirty (30) such one-third (1/3) working days per year. The days of supplemental sick leave will be considered earned after the employee has worked or been on paid leave not less than seventy-five percent (75%) of the regularly scheduled working days in the calendar month.

Deductions upon Exhaustion of Sick Leave

A nonexempt staff employee, as defined in Policy GDA, will not be paid for hours that such employee is absent from work due to personal illness, once the employee's total earned sick leave, supplemental sick leave, and allotted personal leave have been exhausted.

When an exempt staff employee, as defined in Policy GDA, has exhausted the employee's total earned sick leave, supplemental sick leave, and allotted personal leave, the district may deduct pay from such employee's salary for the time of the employee's absence in excess of the employee's earned sick leave, supplemental sick leave, and allotted personal leave.

Unpaid Extended Leave

An employee who has used the total allowed paid sick leave may be placed on an unpaid extended leave of absence status by applying for such leave in accordance with Policy GDCC, Support Staff Leaves of Absence without Pay.

Sick Leave Accrual

Eligible employees may be entitled to accrue paid sick leave at the rate of eight-tenths (8/10) of a day for each month of service. There is no limit to the amount of sick leave that may be accrued. Accrued sick leave may be accumulated from year to year.

Computation of accumulated sick leave is based upon a full-time eight (8) hour day. Eligible employees working on any other work schedule will be credited sick leave that shall be computed at the same ratio that the number of employed hours bears to full-time employment.

Upon retirement, resignation, or termination for other cause, the District will pay for all unused sick leave at the rate established by the Governing Board for such purpose. Regular hours assigned other than eight (8) hours per day will be prorated accordingly.

Approved Sick Leave

Eligible employees may be granted sick leave when they are unable to perform their duties because of personal illness or injury, or because they must be absent from work for the purpose of obtaining health-related services not available before or after regular working hours.

If an employee has exhausted all personal leave time, the employee may request one (1) additional day of accrued paid sick leave to be converted to a personal leave day with the approval of the site administrator or immediate supervisor.

Approved Absence without Pay

With approval by the supervisor, employees not eligible for sick leave benefits may be absent without pay because of personal illness or injury or for the purpose of obtaining health-related services available only during regular working hours.

Substitution of Sick Leave for Family and Medical Leave

At an employee's option, earned sick leave may be substituted for otherwise unpaid family and medical leave when such leave is taken because of an eligible employee's own serious health condition that renders the employee unable to perform the functions of the assigned position or the serious health condition of the employee's spouse, child, or parent, in accordance with Policy GDCCA. If an employee elects to substitute paid sick leave for family and medical leave, restrictions on the use of paid sick leave set forth herein that are contrary to those set forth in Policy GDCCA shall not apply. An employee electing such substitution need only comply with any notice requirements applicable to the use of paid sick leave, and not with the more stringent notice and certification requirements set forth in Policy GDCCA, unless the employee's paid leave period is followed by a period of unpaid family and medical leave. The limitations on the use of sick leave applicable to employees who have abortions shall remain applicable to the substitution of paid sick leave for family and medical leave in accordance with Policy GDCCA.

Procedure and Controls

Sick leave should be approved in advance whenever possible. Sudden illness that results in absence must be reported to the employee's supervisor as early as possible. Family and medical leave taken pursuant to Policy GDCCA is subject to the requirements and procedures set forth therein.

If there is reason to believe that sick leave is being abused, the employee's supervisor may require verification of illness by means of a physician's statement or through other appropriate methods. If it is determined by the District that the sick leave is being abused, such sick leave benefits shall be reduced or terminated with respect to that occurrence immediately.

The human resources division will periodically review sick leave usage and submit reports to supervisors.

Recording of Sick Leave

Approved use of sick leave will be reported on the appropriate time report forms in increments of no less than fifteen (15) minutes. Falsification of records may result in dismissal or other discipline of the employee.

Illness during Vacation or Authorized Holiday

Eligible staff members who become ill during periods of authorized vacation leave may request conversion of that portion to sick leave. It is the responsibility of the employee to report such illness to the immediate supervisor. Supervisors are authorized to make such changes and may do so on the time report form in the same manner by which they charge sick leave in other situations.

If an authorized holiday falls within a period of absence caused by illness, sick leave for the holiday period will not be charged to an employee. It is the responsibility of the employee to report such illness to the immediate supervisor.

Addendum

Federal policy, when in conflict with this policy, shall apply to staff members who are employed under federal regulations.

Adopted: May 6, 2014
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