



WASHINGTON COLLEGE POLICIES

SICK LEAVE POLICY

Sick leave and extended illness leave are benefits that provide eligible employees with paid time off to obtain routine medical services and/or medical treatment and to recuperate from illness or injury.

An employee is allowed to use earned sick and safe leave under the following conditions, per the Maryland Healthy Families Act:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used:
 - (1) to obtain medical or mental health attention;
 - (2) to obtain services from a victim services organization;
 - (3) for legal services or proceedings; or
 - (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

As defined by the Maryland Healthy Families Act, a family member includes a spouse, child, parent, grandparent, grandchild, or sibling.

The amount paid for each day of sick leave is the amount the employee would earn for a normal workday; the same concept applies for employees paid hourly, such that the amount paid for each hour of sick leave is the amount the employee would earn for a normal hour.

The College reserves the right to request a physician's certificate for any absence related to an employee's own sick time or sick time used in support of a family member if the leave is used for more than two consecutive days or assigned shifts. An absence associated with illness, injury or a medical condition that extends longer than three work days may require a note from a physician. The physician's note should specify the expected duration of absence or the approval to return to work.

An employee must typically have accrued leave in order to use it. Please see the section below regarding advancement of paid leave.

Eligibility

EMPLOYEE STATUS	TOTAL ALLOWANCE	ACCRUAL RATE (PER PAY PERIOD)
Full-time Regular Employees (40 hours)	80 hours per year	3.08 hours
Full-time Regular Employees (35 hours)	70 hours per year	2.70 hours
Full-time Regular Employees (10 month, 35 hours)	56 hours per year	2.55 hours
Part-time Regular Employees regularly working at least 12 hours per week and 24 hours per bi-weekly pay period	Maximum: 40 hours per year, pro-rated based schedule and actual hours worked	1 hour for every 30 hours worked, up to 40 hours per year
Faculty (full-time and part-time)	Do not accrue sick leave and are not “docked” for being out sick	

Part-time Employees

Regular part-time staff and student employees regularly working 12 or more hours per week (measured by working at least 24 hours per bi-weekly pay period) accrue sick leave at a rate of 1 hour of sick leave for every 30 hours worked (which is an accrual rate of 0.33 hours per 1 worked during a qualifying pay period). Newly hired part-time regular employees who are eligible to earn paid sick time may not use an earned accrued sick leave for the first 106 days of employment.

Maximum Sick Leave Accrual

At the end of any pay period, an employee may not carry forward more than the allowable maximum sick leave accrual. If the maximum is reached, no additional sick leave will be accrued until sick leave has been taken to reduce the accrual below the maximum.

- For full-time employees, an employee’s maximum sick leave accrual for full-time employees equals 90 times the regularly scheduled daily hours.
- For part-time eligible employees, an employee’s maximum sick leave accrual is 64 hours; the maximum amount of sick time that a part-time employee can use is 64 hours in a one-year fiscal year period.

Status Change

When an employee who is eligible for sick leave changes normal work week hours, he/she begins accruing sick leave at the new rate for the pay period that includes the effective date of the status change.

Use of Sick Leave

Reporting to Supervisor

An employee is responsible for reporting to his/her supervisor, as early as possible prior to the employee’s scheduled starting time, that the employee is unable to report for work because of personal illness, injury, or illness in the immediate family. If an employee does not call his/her supervisor to report the use of sick leave, the employee will be considered absent without approved leave. Absence without approved leave may result in disciplinary action up to and including termination.

Faculty

Per the faculty handbook, professors who for any reason are unable to meet a scheduled class should phone the Office of the Registrar. Arrangements will be made to have a notice posted outside the classroom.

Minimum Units

Sick leave may be used in minimum increments of one hour.

Flexible Scheduling

If a supervisor and an employee agree that instead of the employee using accrued sick time for a qualified absence, the employee can work additional hours within the same pay period or the subsequent pay period, so long as the additional hours do not result in overtime for the work week in which they are worked. If the employee, with the supervisor's prior approval, chooses to make up the absence with additional work hours, then the sick time will not be deducted from the employee's accruals.

The same guidelines apply to trading shifts with another employee to avoid use of sick time; so long as neither employee will work in a way that results in overtime, such a shift trade may be approved by the supervisor. A supervisor cannot require an employee who will be using sick time to find another employee to cover their shift.

Reporting and Recording of Sick Leave Activity

All use of sick leave is to be recorded on the bi-weekly time sheet. Time sheets must be signed by the employee and reviewed and signed by the employee's supervisor – whether paper timesheets with actual signatures or electronic timekeeping systems with electronic authorizations. Sick leave is printed on each employee's pay stub. The amount of sick leave printed on the stub is one pay period behind the actual accrued balance.

Coordination with Other Leave

Vacation Leave

An employee with no accrued sick leave may charge additional absences to accrued vacation leave, if that type of leave is available and has a balance. Personal leave time may also be used if an employee does not have enough accrued sick time.

Illness while on Vacation Leave

If an employee becomes ill while on vacation, the leave is still counted as vacation leave, not as sick leave.

Leave without Pay

If an employee expends all accrued vacation leave and granted personal leave, the employee may request a leave of absence without pay or a family and medical leave, if he/she is eligible for such leaves. Please refer to the College's policies on Family and Medical Leave and other leaves.

Workers' Compensation

An employee is not charged sick leave when he/she has been approved for workers' compensation benefits by the College's carrier beyond any days not covered by the College's workers' compensation guidelines.

Advances of Sick Leave for Extended Illness

Regular full-time employees who have been employed for at least one year may be advanced a maximum of 10 days sick leave when a serious illness, injury or medical condition extends beyond the amount of available sick, vacation and personal leave. An advance of sick leave must be approved by the Vice President for Finance and Administration. The employee must present a written physician certification to Human Resources in order to be eligible for an advance of sick leave. The payback for advanced sick leave shall begin immediately upon the employee's return to work and continue until the advance has been repaid. Any sick leave taken during the payback period will be added to the amount to be repaid; however, the hours of sick leave to be repaid may not exceed the original amount advanced. Employees separating from employment prior to full payback must reimburse the College for the balance of the advanced leave taken.

Payment for Unused Sick Leave

An employee will not be paid for unused sick leave at any time, including separation from College service.

Rehires

If an employee is rehired within 37 weeks, unused accrued sick time will be reinstated.

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