

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SICK LEAVE
Policy 3-10
Page 1 of 2

Effective November 20, 2014

- (A) The college recognizes that employees may need to take sick leave. Paid sick leave may be used only for personal illness, healthcare appointments (including medical, dental, vision, and/or mental health), adoption, injury, pregnancy, exposure to a contagious disease which could be communicated to others, or for bereavement, illness, or injury to a member of the employee's immediate family, other persons residing in the home of the employee, or a domestic partner.

[See also: benefits available under the College's Family and Medical Leave Policy 3-36.]

- (B) Full-time employees who work a 100 percent schedule are credited with time for sick leave at a rate of 10.0 hours per calendar month of completed service. Other full-time employees working reduced work schedules shall have their time for sick leave credited and deducted at a rate in proportion to their appointment.
- (C) Full-time faculty will be credited at a rate of fifteen (15) days per academic year (autumn and spring semesters). Full-time faculty may accrue sick leave without limit. Annually contracted faculty (ACF's) will accrue at a rate of twelve (12) sick days per academic year (autumn and spring semesters). No sick leave is accrued during summer semester.
- (D) Adjunct instructors are credited with time for sick leave at a rate equal to the total number of contact hours for that semester multiplied by 1.0, with a maximum accrual of 10. Adjunct instructors may not carry over sick leave.
- (E) Sick leave accumulated by an employee while previously employed by another public agency is transferable in accordance with the provisions of the Ohio Revised Code, Chapter 124, and related regulations. The leave is coded as transferred sick leave.

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SICK LEAVE
Policy No. 3-10
Page 2 of 2

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- (F) College employees who at the time of their disability or service retirement have ten or more years of service with the college or any agency of the state or any of its political subdivisions may convert only their accrued but unused time for sick leave with Columbus State Community College to monetary compensation. Sick leave balances transferred from another public agency employer shall not be paid out upon separation.

Unless otherwise addressed by the terms of an applicable collective bargaining agreement, employees who participate in a state retirement system or an alternative retirement program and who retire from the College may convert one-fourth of their accumulated sick leave earned as an employee of the College to a maximum of forty-five (45) days to a cash payment at the time of retirement. The conversion rate will be based upon the employee's rate of compensation at the time of retirement. Converting sick leave to a cash payment will reduce the employee's sick leave balance to zero (0), regardless of the number of hours accumulated from employment by the college or another employer.

(G) **Bereavement Leave**

Full-time employees may use up to five (5) paid sick leave days for the death of an immediate family member, other persons residing in the home of the employee, or a domestic partner. To use sick leave for the death, illness, or injury of a domestic partner, a completed and notarized Affidavit of Domestic Partnership form must be on file with the Human Resources Department.

Immediate family for the purpose of this policy includes: parent, sibling, grandparent, child, spouse, parents-in-law, children-in-law, sibling-in-law, grandchild, stepparents, stepchildren, a legal guardian or other person who stands in the place of a parent, other persons residing in the home of the employee, or a domestic partner.

- (H) The President may establish procedures to administer this policy.

Last Effective Dates: February 1, 2012; December 1, 2008; June 1, 2004

Approved by the Board of Trustees: November 20, 2014