

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SICK LEAVE
Procedure No. 3-10 (H)
Page 1 of 2

Effective February 15, 2001

- (1) Employees who must be absent because of sick leave shall notify their administrator as soon as possible; at least within one hour of reporting time. Employees shall file with their administrator a completed form HR004 within three working days following the period of sick leave absence. The administrator shall sign the form, return one copy to the employee, retain one copy, and forward the original to the Human Resources Department. Disciplinary action may be taken if an employee fails to file or falsifies a report as provided in this section.
- (2) Immediate family, for the purpose of this section, 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. 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.
- (3) If medical attention is required, the employee must present a health care provider's statement confirming the nature of the illness. An administrator may request information from an employee requesting sick leave to determine whether the sick leave request should be approved. A health care provider's statement, if available, will be attached to form HR004.
- (4) If an employee's sick leave meets the conditions of the college's Family and Medical Leave Policy No. 3-36, the absence will also be counted as Family and Medical Leave.
- (5) If an employee is taking Family and Medical Leave for a reason that meets the criteria for taking sick leave [see Sick Leave Policy No. 3-10 (A)], the employee shall, while on FML, utilize his or her accumulated sick leave balance [see FML Procedure No. 3-36 (D), paragraph (5)]. If an employee's absence due to a reason covered by FML policy exceeds the employee's earned sick leave, vacation, and personal leave, the employee will continue to be eligible for leave pursuant to the FML policy and procedure but will not be paid for the balance of the FML absence.
- (6) There may be times when an employee has utilized FML available to him or her in a given year but needs additional leave because of a serious medical condition. As long as the employee has a sufficient accumulated leave balance to cover the additional leave needed, the employee will be entitled to reinstatement at the end of said leave, under the same conditions reinstatement is

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SICK LEAVE
Procedure No. 3-10 (H)
Page 2 of 2

Effective February 15, 2001

- available under the FML policy. [See Procedure No. 3-36 (D), paragraph (7).]
- (7) Sick leave may not be taken in increments of less than one hour. If an employee is absent from work and on sick leave, that employee continues to earn sick leave credit as if he/she were at work.
- (8) The Human Resources Department shall maintain a record of the balance of sick leave available to each employee and provide that information on the employee's semi-monthly paycheck stub. It is the responsibility of an employee who was previously employed by another public agency to obtain documentation as to the amount of sick leave that can be transferred to the college. The Human Resources Department will provide assistance in arranging for the transfer.