

4.7 SICK LEAVE

- 4.7.1 Faculty members employed on a full-time basis shall be entitled to one (1) day's leave of absence for illness or injury with full pay for each month of service under contract: ten (10) days for 175 day contracts; eleven (11) days for 192 day contracts; and twelve (12) days for 225 day contracts. This entitlement shall be credited at the commencement of employment and thereafter at the start of each succeeding fiscal year (July 1) to full-time employees. Fractional assignment shall receive proportionate leave entitlement.
- 4.7.2 Faculty members employed on a full-time basis for less than a full fiscal year are entitled to that proportion of the total days for leave of absence for illness or injury as the number of months he/she is employed.
- 4.7.3 Faculty members employed less than full-time (for a fiscal year of service) shall be entitled to that proportion of the total days for leave of absence for illness or injury as the number of hours they are employed per week bears to a full-time assignment. When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.
- 4.7.4 Part-time faculty members employed on an LHE basis and full-time faculty working beyond contract assignments shall earn leave of absence for illness or injury at the rate of one hour (1) per semester for each LHE per semester.
- 4.7.5 Pay for any day of such absence shall be the same as the pay which would have been received had the employee been on a paid status during the day. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the year.
- 4.7.6 If the faculty member does not take the full amount of leave allowed in any year under this section, the amount not taken shall be accumulated from year to year.
- 4.7.7 All sick leave absence shall be reported on the Employee Absence Card to the immediate supervisor. The District reserves the right to require medical verification for illness for any absence.
- 4.7.8 Faculty members must be in active employment or on paid leave to earn or use sick leave. Faculty members on extended illness leave are eligible to earn or use sick leave. Sick leave may be applied only on those days when the faculty member is required to report for duty but cannot do so because of illness or injury. Faculty members who become ill or are injured but are not required to report, such as those on leave or vacation, may not use sick leave credits.
- 4.7.9 When a faculty member is separated prior to rendering a complete fiscal year of service, the sick leave entitlement for the partial year shall be equal to the annual

entitlement times the number of months employed divided by the number of months in his/her annual contract.

- 4.7.10 Sick leave entitlement shall be reduced by one (1) day for each month an employee is on personal leave without pay. Entitlement shall be granted for all other leaves.
- 4.7.11 Faculty members employed during summer session shall earn leave of absence for illness or injury at the rate of one hour per summer for each LHE assigned to teach. The summer sick leave is separate from sick leave accumulated during the academic year. It can only be used for summer absences and is not accumulative for purposes of retirement credit.