

ARTICLE 3

LEAVES

3.6 Sick Leave

- 3.6.1 Members employed five (5) days a week shall be entitled to 12 days leave of absence for illness or injury with full pay for a fiscal year of service. This entitlement shall be credited at the commencement of employment or at the start of each succeeding fiscal year, September 1, to full-time employees. Fractional assignments shall receive proportionate leave entitlement.
- 3.6.2 Members employed five (5) days a week for less than a full fiscal year are entitled to that portion of 12 days leave of absence for illness or injury as the number of months he is employed bears to 12.
- 3.6.3 Members employed less than five (5) days per week shall be entitled for a fiscal year of service, to that proportion of 12 days leave of absence for illness or injury as the number of days he is employed per week bears to five (5). 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.
- 3.6.4 Pay for any day of such absence shall be the same as the pay which would have been received had the employee served 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. New employees of the District shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be entitled under this policy, until the first (1st) day of the calendar month after completion of six (6) complete months of active service with the District.
- 3.6.5 If the 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.
- 3.6.6 Sick leave may be used for visits to medical doctors, osteopathic doctors, registered nurses, physician assistants, dentists, optometrists, chiropractors, and psychologists. Such leave shall be reasonably scheduled so as to interfere as little as possible with the operations of the District and shall be of reasonable duration.
- 3.6.7 All sick leave absence or use shall be reported in writing to the Chancellor/President or designee. Medical verification shall be required for any illness which extends five (5) or more work days. District reserves the right, in its sole discretion, to require medical verification of illness for any absence when abuse of sick leave is suspected, or excessive over a period of time.
- 3.6.8 Disabilities caused or contributed to by pregnancy, miscarriage, abortion or childbirth, and recovery therefrom, are, for all job-related purposes, temporary disabilities and shall be treated as a condition of illness.

- 3.6.9 Members must be in active employment or on paid leave to earn or use sick leave. Members on extended illness leave are eligible to earn or use sick leave. Sick leave may be applied only on those days when the member is required to report for duty but cannot do so because of illness or injury. Members who become ill or injured but are not required to report, such as those on leave or vacation, may use sick leave credits without a return to active service, provided the employee furnishes adequate notice, relevant supporting information, and/or verification of illness or injury forming the basis for such interruption or termination.
- 3.6.10 Where a member is separated prior to rendering a complete fiscal year of service, the sick leave entitlement for the partial year shall be that proportion of 12 days leave as the number of months in the fiscal year he was employed bears 12.
- 3.6.11 Sick leave shall not be earned when an employee is on leave without pay. Sick leave shall be earned for all paid leaves.
- 3.6.12 Members utilizing their sick leave shall be required to make one (1) phone call to their immediate supervisor and leave a message if the supervisor is unavailable at the time of the phone call.