

HIGHLAND COMMUNITY COLLEGE  
ADMINISTRATIVE/CLASSIFIED PERSONNEL POLICY

Page 1 of 1

SUBJECT: Sick Leave

BOARD OF TRUSTEE APPROVAL: 6/12/1991      EFFECTIVE DATE: 7/1/1991  
REVISÉD: 12/12/2002  
REVISÉD: 6/26/2019  
REVISÉD: 3/24/2020

---

Accrual - All full-time employees shall accrue sick leave at the rate of one day per month. No more than 75 days may be carried past the end of any fiscal year (June 30). Part-time employees are not eligible for sick leave.

Use of Paid Sick Leave

1. Acceptable uses of sick leave include:
  - a. An employee's inability to work because of illness or injury.
  - b. Necessary medical or dental appointments during the employee's regular work hours that cannot be charged to paid personal time off or accommodated by changing the employee's work schedule.
  - c. Serious illness or injury in an employee's immediate family that requires his or her absence from work, provided that a maximum of fifteen (15) days of sick leave can be used for this purpose during a year of service. "Immediate family" includes employee's spouse, children, parents, parents-in-law, brothers, sisters, grandparents, grandchildren, or other family member dependent on the employee and living in his or her household.
2. Evidence of disability: Acceptable evidence of disability is required for using sick leave. The supervisor who approves the use of sick leave by an employee is responsible for determining if conditions for such use are met. Acceptable evidence includes, but is not limited to, personal contact with employee, a doctor's statement, and information furnished in the employee's claim for disability benefits.
3. Institutional holidays and sick leave: When an employee is disabled with time off that was charged to paid sick leave on a day when a regular institutional holiday occurs, the charge for that day is changed to a paid holiday.
4. Disabilities during vacation: When an employee is hospitalized or confined to bed by medical direction while on vacation, the period of disability should be charged to accumulated sick leave and, if appropriate, a claim should be filed for disability plan benefits.
5. An employee may use not more than five (5) days of sick leave for a death in the immediate family. The immediate family shall be defined as in Item 1. c. above.

Unused Sick Leave

Upon termination of employment, the employee's unused sick leave is lost. No additional compensation or payment will be made for unused leave.