

PACIFIC UNION COLLEGE
NON-EXEMPT (HOURLY) EMPLOYEE SICK LEAVE POLICY
Effective July 1, 2009

Regular Sick Leave is intended to provide paid time off for eligible employees who are ill, who have been injured or physically disabled, or who need to take time off for health-related appointments. Regular Sick Leave may also be used to cover any waiting periods for short and long-term disability.

Eligibility

This policy applies to non-exempt denominational employees. Employees may also use sick leave to care for immediate family members. For the purposes of this policy, immediate family is defined as the employee's spouse, parents, parents-in-law, siblings, children, or persons for whom the employee has legal guardianship.

Accrual Base

Regular Sick Leave time shall accrue 2.93 hours per pay period based on .03855 hour per hour worked for a 76 hour pay period. Regular part-time hourly employees shall accrue Regular Sick Leave time on a prorated basis based on the position FTE.

Regular Sick Leave Usage

Regular Sick Leave time is allocated for medical-related absences, consisting of short-term illnesses and medical/dental appointments. The first three work days of any medical-related absence will be charged to the Regular Sick Leave bank.

Extended Sick Leave Usage

On the fourth work day of an illness a request may be submitted to Human Resources to access the employee's Extended Sick Leave bank. To qualify for Extended Sick Leave, the employee should be under the supervision of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity. In the event of hospitalization, the extended sick leave time will begin on the day of admittance to the hospital.

Exclusions

Leave will not apply to:

- 1) Any day in which an employee is entitled to cash benefits for temporary disability under Worker's Compensation.
- 2) Any period of confinement in a public or private institution as a result of an illness arising from addiction to alcohol, drugs, etc.
- 3) Any period when incarceration is the cause of absence from work.

Banking Time

Regular Sick Leave time may be carried over from one year to the next up to a maximum of 76 hours (2 weeks). Regular Sick Leave may not be transferred to the paid leave bank, the extended sick leave bank or considered as a credit payable at the termination of employment.

Extended Sick Leave time may be accrued up to a maximum of 1,000 hours (26 weeks). Extended sick leave time may not be transferred to the sick leave bank, paid leave bank or considered as credit payable at the termination of employment.

Requesting Leave

A notice must be given to the department supervisor along with a completed sick leave form. For absences of more than three consecutive days a request for extended sick leave must be obtained. The request must be brought to the Human Resources Department along with a completed extended sick leave form.