

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 435.1		
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	Last Revision Date:	11-12-12	
Effective Date:		01-17-95	
Section:	Human Resources	Subject:	Sick Leave

PURPOSE

To protect employees from loss of income during periods of illness or disability.

PROCEDURE

1. Accrual of Sick Leave

Full-time employees accrue sick leave at the rate of:

- 1.1. 7.5 hours per month for a 37.5-hour work schedule;
- 1.2. 8 hours per month for a 40-hour work schedule; and
- 1.3. 6 hours per month for a 30-hour work schedule.

Sick leave hours are accumulated and carried over each fiscal year.

2. Medical or Dental Appointments

Medical or dental appointments should be scheduled outside the normal work hours whenever possible. However, if this is not possible, the supervisor may grant time off during the regular scheduled work day. The employee's sick leave will be charged for the time off.

3. Family Illness

- 3.1. An absence of not more than one work week for any one occurrence (to the limit of sick leave available) may be charged for the illness or disability of an employee's spouse, father, mother, child, brother, sister, father or mother of spouse, foster parent or child or grandchild.
- 3.2. An extended absence (in excess of one week) may be granted under Family and Medical Leave (435.9) if appropriate.

4. Notification and Request Procedure

- 4.1. In order to assure payment of sick leave benefits, the employee must notify the immediate supervisor within two hours of the beginning of the employee's work day, or as soon as possible. If the immediate supervisor cannot be reached, the employee will notify the Campus Police who will relay the message to the appropriate department.
- 4.2. Sick leave is recorded on the time card and/or "Request for Leave" form.
- 4.3. A supervisor may request a physician's statement that includes the date of visit and the date the employee can return to work. It should not contain a diagnosis of the reason for absence.

5. Charging Sick Leave

- 5.1. Sick leave is charged to the employee's record according to the number of duty hours missed; that is, employees scheduled for:
 - 5.1.1. 7.5 hours will be charged 7.5 hours per day,
 - 5.1.2. 8 hours will be charged 8 hours per day,
 - 5.1.3. 9.375 hours will be charged 9.375 hours per day
- 5.2. If an employee has not completed the probationary period satisfactorily, the time off will be without pay.

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- 5.3. If the employee has completed the probationary period satisfactorily and does not have sick leave accrued, but does have vacation time accrued, the absence for sick leave will be deducted from the vacation accrual.