

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Sick Leave*

**EFFECTIVE DATE:** September 9, 2009; amended August 26, 2014

**BOARD POLICY REFERENCE:** DEC

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## **PURPOSE**

Sick leave provides paid time off for illness or injury, including physical disability due to childbirth, when the medical condition of the employee prevents the performance of the employee's regularly assigned duties. Sick leave may also be used in cases of illness or injury of the employee's spouse, children, grandchildren, grandparents, mother, father, mother-in-law, or father-in-law.

## **EARNING RATE**

Eligible noncontract employees earn sick leave at a rate of eight hours per month for their expected employment period. All contract employees shall earn sick leave at the rate of eight hours per month for their contract period. New employees shall receive credit for sick leave purposes for their first month of employment only if they work the first working day of that month. Employees may accumulate a maximum of 600 hours of sick leave.

Summer school teaching and other special summer assignments shall not be covered by the regular cumulative sick leave program. A faculty member working during semesters or terms as an extra assignment beyond his or her regular contract shall be granted leave as defined in the *Faculty Manual*. Cumulative sick leave earned during the regular academic year may not be applied during the period of summer school teaching or special summer assignment. Hourly employees shall not earn sick leave during the summer terms.

Part-time faculty members shall receive a total of three days of sick leave for each long semester in which they teach, without regard to the number of classes taught. These sick leave days shall not be carried over to the summer semesters or subsequent academic years. Part-time faculty members shall receive one day of sick leave for a summer session. For a minimester, a part-time faculty member shall receive one-half day of sick leave. Sick leave days earned in the summer semesters or minimesters shall not be eligible to be carried over to the following academic year.

## **PROCEDURES**

When faculty members are ill, they shall report to their instructional dean. It is the responsibility of the absent instructor to give teaching instructions to the substitute instructor. All other professional, classified, and hourly employees shall report illness and proposed absences to their immediate supervisor.

All faculty sick leave shall be reported to the appropriate vice chancellor for instruction within seven days. All professional, classified, and hourly employee sick leave shall be reported to the human resources department within seven days. The combination leave request and absence report form shall be used for this reporting.

### **TERMINATIONS**

Sick leave shall cease upon termination of employment. No compensation or time off shall be provided for unused sick leave.

### **DAILY INCREMENTS**

Sick leave is allowable in no less than one-hour increments.