

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

SICK LEAVE

Effective August 7, 2023

Procedure 3-10 (H)

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- (1) Employees who must be absent because of sick leave shall notify their manager or supervisor as soon as possible; at least within-one hour prior to the scheduled reporting time. Disciplinary action may be taken if an employee fails to comply with reporting requirements established by the human resources department.
- (2) Immediate family, for the purpose of this section, includes parent, sibling, grandparent, child, spouse, parents-in-law, children-in-law, sibling-in-law, grandchild, stepparents, stepchildren, a legal guardian or other person who stands in the place of a parent, other persons residing in the home of the employee, or a domestic partner. To use sick leave for the death, illness, or injury of a domestic partner, a completed and notarized Affidavit of Domestic Partnership form must be on file with the Human Resources Department.
- (3) When medical attention is required, the employee may be asked to present a health care provider's statement confirming the nature of the illness. A manager or supervisor may request information from an employee requesting sick leave to determine whether the sick leave request should be approved.
- (4) An employee's sick leave that meets the conditions of the College's Family and Medical Leave (FML), will be counted as FML in accordance with Policy 3-36.
- (5) When an employee is taking FML for a reason that meets the criteria for taking sick leave [see Sick Leave Policy 3-10(A)], the employee shall, while on FML, utilize their accumulated sick leave balance [see FML Procedure 3-36(D), paragraph (5)]. When an employee's absence due to a reason covered by FML policy exceeds the employee's earned sick leave, vacation and personal leave, the employee will continue to be eligible for leave pursuant to the FML policy and procedure but will not be paid for the balance of the FML absence.
- (6) There may be times when an employee has utilized FML available to them in a given year but needs additional leave because of a serious medical condition. As long as the employee has a sufficient accumulated leave balance to cover the additional leave needed, the employee will be entitled to reinstatement at the end of said leave, under the same conditions reinstatement is available under the FML policy. [See Procedure 3-36 (D), paragraph (7).]

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- (7) Sick leave may not be taken in increments of less than one hour. While an employee is absent from work and on sick leave, that employee continues to earn sick leave credit.
- (8) The Human Resources Department shall maintain a record of the balance of sick leave available to each employee and make that information available to the employee. It is the responsibility of an employee who was previously employed by another public agency to obtain documentation as to the amount of sick leave that can be transferred to the College. The Human Resources Department will provide assistance in arranging for the transfer. Employees should contact their designated business partner to get the process started.

Last Effective Date: February 15, 2001