Area: Human Resources

Policy Name: Sick Leave (Non-Faculty)

Policy Statement: Sick Leave is intended to provide continuity of income to the employee in the event of health related issues that prevent the employee from working their regularly paid hours, to help employees through this time the College created this policy.

Full-time employees receive 12 days of paid sick leave per year for self or qualifying individuals; prorated for full-time employees on shorter contracts. Sick leave may accumulate to a maximum of 120 days. Qualifying individuals are as follows: immediate family, aunts, uncles, nieces, nephews, brothers, sisters, or grandparents. SATC reserves the right to require medical certification.

Full time employees who average 30 hours weekly and have been hired with board approval are eligible for sick leave.

Sick leave is accumulated at 8 hours per month with the hours being granted in full at the beginning of each fiscal year with the outlook that employees will continue employment with the College; if an employee uses all of the allotted sick leave and becomes no longer employed the College reserves the right to pro-rate the used time and withhold the overpaid amount from the employee's final paycheck. Sick time does not accrue during times of unpaid leave of absence.

Procedures: Employees must notify their supervisor by the start of the work period if not earlier. Employees with unreported absences may be denied pay for work hours missed and be subject to disciplinary action. Sick time requests are also submitted through the online application using www.paycor.com, this should be done after the employee returns if not able to request sick leave before the absence.

Contact: Supervisor or the Office of Human Resources

Related Form(s):

Adopted: September 22, 2014

Updated: