



## **405 POLICY - Sick Leave**

### **405.1 Statement of Policy**

All full-time employees of Redlands Community College earn paid sick leave benefits while employed with the College.

### **405.2 Accrual**

Sick leave benefits begin accruing on the date that full-time employment with the College commences. The rate of accrual is established by College administration and is published in the Procedures section of the Policies and Procedures Manual.

### **405.3 Accumulation**

Accrued sick leave benefits may be accumulated to a maximum amount that is established by College administration and is published in the Procedures section of the Policies and Procedures Manual.

### **405.4 Nontransferable**

Accrued sick leave benefits are not transferable.

### **405.5 Other Leave**

Personal leave and bereavement leave may be granted to full-time employees and deducted from accumulated sick leave as established by College administration and published in the Procedures section of the Policies and Procedures Manual.



#### **405.6 Family and Medical Leave**

Unpaid leave for certain family and medical reasons are available to eligible employees of the College, as provided in the Family and Medical Leave Policy of the Policies and Procedures Manual.

Adopted 1991  
Revised February 2001



## **405 PROCEDURE - Sick Leave**

### **405.1:1 Procedure for Using Sick Leave**

When it is necessary for an employee to utilize sick leave for regularly scheduled health appointments, the employee must submit an email to their supervisor to request the leave. Sick leave for this purpose is not granted until the supervisor approves the leave by replying to the email indicating his/her approval of the leave.

When it is necessary for an employee to utilize sick leave for illnesses or emergencies, the employee's immediate supervisor should be notified as soon as possible via the method agreed upon by the supervisor and employee.

### **405.1:2 Monthly Leave Report**

All full-time employees will be required to submit a Monthly Leave Report when leave of any type (Sick, Vacation, Personal, Bereavement or Professional) is taken; or Compensatory Time is earned or used during the month. This report is to be submitted to the employee's immediate supervisor on the last working day of the month.

The immediate supervisor is responsible for ensuring that all leave taken, and Compensatory Time earned or used during the month is recorded on the employee's Monthly Leave Report. The immediate supervisor will sign and forward the report in a timely manner to the Vice President or Dean for their signatures. The completed report with all required signatures will be forwarded to the Human Resources Department. A Monthly Leave Report is not required if no leave (Sick, Vacation, Personal, Bereavement or Professional) has been taken; and no Compensatory Time has been earned or used during the month.

### **405.2:1 Accrual Rate**

All full-time employees of the College accrue paid sick leave at the rate of 6.667 hours for each month of employment, beginning with the first month of employment.

### **405.5:1 Other Leave**

A full-time employee may request personal or bereavement leave, which, if granted, will be deducted from the employee's accumulated sick leave. A maximum of ten (10) consecutive days of personal leave may be taken at any one time. Special circumstances



may be granted for individuals who request a longer period of personal leave if approved by the President.

The employee must send an email in advance to his/her immediate supervisor to request personal leave. Planned personal leave is not granted until the supervisor approves the leave by replying to the email indicating his/her approval of the leave.

When it is necessary for an employee to utilize bereavement leave or emergency personal leave, the employee's immediate supervisor should be notified as soon as possible via the method agreed upon by the supervisor and employee.

Adopted 1991

Revised January 2014

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