



SICK LEAVE

Sick leave is designed to provide some compensation to non-instructional staff employees for lost work time during periods of illness. Sick leave may also be used by an employee to care for an ill family member. Accrued sick leave benefits can be used only for time lost when the employee is not eligible to receive other forms of compensation from the College or elsewhere, such as Worker's Compensation.

Absences due to illness should be phoned in each day to the employee's supervisor. At any time, the College may require a statement from a doctor regarding the nature of the illness and anticipated time loss. When an employee is unable to report to work as scheduled because of illness, he/she should notify his/her immediate supervisor or department head as soon as possible but never later than the time one would normally report for work or within an hour of that time in cases of emergency.

Improper use of sick leave and/or failure to notify his/her supervisor in a timely manner are causes for dismissal.

Medical and dental appointments should be scheduled outside of regular working hours. If this is impossible, an employee should check with his/her supervisor in advance of making an appointment. Employees should use Personal Leave rather than Sick Leave for absences due to routine medical or dental appointments.

Short-Term Sick Leave

All full-time staff are entitled to 10 days of paid sick leave annually. Short-term sick leave is accrued at a rate of five (5) days per semi-annual period. Accruals occur on January 1 and July 1. Sick leave left on December 31 may be carried through to June 30, along with the January 1 accrual. Employees hired within an accrual period will be credited sick leave on the next occurring accrual date.

Part-time staff are entitled to five (5) days of paid sick leave annually. Short-term sick leave is accrued at a rate of 2.5 days semi-annually. Accruals occur as described above.

Exempt employees may take sick leave in full day increments only in compliance with the Fair Labor Standards Act.

If an employee has unused sick leave on June 30, these days will be converted into long-term sick leave on a 2-for-1 basis.

Pay will not be provided in lieu of unused short-term sick leave at any time, nor will pay be provided for unused short-term sick leave at employment separation. Unused short-term sick leave may not be transferred to another employee.

Long-Term Sick Leave

Short-term Sick Leave days that are earned, but unused at June 30 are transferred on a 2-for-1 basis to the employee's long-term sick leave bank. Maximum long-term sick leave bank is 30 days for full-time employees and 15 days for part-time employees.

Long-term sick leave is to be used only in the event of an illness (disability) that exceeds two weeks. Requests for use of long-term sick leave must be made in writing and submitted to the Human Resources Office. Use of long-term sick leave can be approved only by the President.

Any use of long-term sick leave is considered leave under the Family & Medical Leave Policy. The College requires reports from a physician to verify reason for and necessity of long-term sick leave.

Pay will not be provided in lieu of unused long-term sick leave at any time, nor will pay be provided for unused long-term sick leave at employment separation. Unused long-term sick leave may not be transferred to another employee.

In keeping with the College's mission of serving our Dear Neighbor, the leave donation policy has been created. This policy applies to full-time and part-time staff. Participation is voluntary, confidential and anonymous.

Chestnut Hill College recognizes that employees may have a family emergency that results in a need for additional time off in excess of available paid vacation and sick leave. To address that need, employees may voluntarily donate unused leave to another employee who has exhausted all available paid leave due to an emergency situation.

Family emergency situations include health-related emergencies such as critical or catastrophic illness or injury of the employee or of an immediate family member that is life-threatening and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, partner, child, parent, sibling, grandparent or grandchild.

Health-related emergencies require verification from a licensed health care provider describing the nature, severity, and anticipated duration. Donated leave is not intended for brief and/or common illnesses or disabilities.