

Sick Leave

1. **STAFF SICK LEAVE.** Sick leave is defined by the State Board for Higher Education (SBHE) as an insurance benefit granted to staff members so that they can build a reserve of days for use during extended illnesses. The accumulation and use of sick leave by staff members is described in the Human Resources Policy Manual.

2. **BENEFITS PRESERVED.** On occasion, a staff member employed by DCB may transition into a faculty role. For staff members having ten or more years of continuous service, the employee shall be entitled to a one-time, lump-sum payment equal to one-tenth of the pay attributed to the employee's unused sick leave upon joining the DCB faculty.

3. **FACULTY SICK LEAVE.** This non-accrual, sick leave policy is intended to provide the institution with the ability to accommodate faculty sick leave based on the unique environment and needs of the institution and its unique employment relationship with faculty. Sick leave should be used when illness or injury prevents the faculty employee from performing his or her work, or when the employee is needed to care for and assist an eligible family member. Sick leave does not accumulate from contract to contract and has no cash value upon separation from employment. Benefitted faculty's sick leave eligibility begins on the first date of their appointment and terminates on the last day of their contract or appointment.

- a. **SHORT-TERM SICK LEAVE.** Short-term sick leave may be granted for non-serious health conditions that require a limited period of recovery time. When faculty members become briefly unable to meet their professional obligations due to short-term illness, they must make reasonable efforts to ensure that their work responsibilities are covered, and they must inform the Associate Dean for Academic Affairs. In these instances, faculty may reschedule their commitments or make appropriate voluntary arrangements to assure students are minimally impacted. The institution may determine the appropriate period or circumstances considered short-term sick leave. This benefit is to be used sparingly and it is generally limited to three days or less during an academic year.
- b. **DEPENDENT SICK LEAVE.** Benefitted faculty may also make appropriate voluntary arrangements to attend to the short-term needs of an eligible family member who is ill or to assist them in obtaining other services related to their health. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and stepparent), child (natural, adoptive, foster, and stepchild), or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member. Faculty members utilizing this benefit must make reasonable efforts to ensure that their work responsibilities are covered and must inform the Associate Dean for Academic Affairs.

As with short-term sick leave, this benefit is to be used sparingly and it is generally limited to three days or less during an academic year.

- c. **PARENTAL SICK LEAVE.** In accordance with the Family and Medical Leave Act (FMLA), all employees are eligible for up to twelve weeks of unpaid leave time immediately following the birth or adoption of a child. To establish eligibility, the employee must submit appropriate documentation to Human Resources. Extended time away for faculty members necessitates careful planning to assure minimal impact on students. Because of this, the faculty member and the administration should work together to plan adequate classroom coverage. For eligible, full-time, benefitted faculty members, the first six weeks of leave shall be granted as sick leave at full base pay. The institution shall cover any additional cost for instruction incurred during this time. Any leave taken beyond six weeks would be unpaid.
- d. **LONG-TERM SICK LEAVE.** On occasion, faculty members may experience serious health conditions, which may be intermittent or continuous in nature, that prevent them from meeting their professional obligations for extended periods of time. In accordance with state and federal law, Human Resources shall require certification to verify the existence of such serious health conditions. Long-term conditions, defined as lasting more than three days, require the faculty member and the administration to work together to make adequate arrangements to assure students are impacted as minimally as possible. The institution will provide long-term sick leave benefits to qualifying faculty members for up to 6 months at full base pay in situations where the faculty member is unable to meet contractual obligations. Any additional cost for instruction incurred by the institution during this time will be covered by the institution. Situations extending beyond six months will be handled on a case-by-case basis through Human Resources.
- e. **REPORTING.** Benefitted faculty who must be absent from work due to illness, injury, or short-term care of an eligible family member will notify the Associate Dean for Academic Affairs of that fact at the earliest possible time. In cases where long-term coverage may be required, the Associate Dean must be notified, and documentation must be provided to Human Resources. It is the responsibility of the faculty member to report ALL missed obligations covered under this sick leave policy.
- f. **MAXIMUM LEAVE.** All eligible leave under this policy is capped at six months. Employee health conditions of a serious nature may extend this total in accordance with FMLA. FMLA leave shall run concurrently with all other applicable leave.