

Illness Leave Policy

Full-time employees are eligible for paid illness leave. ~~Illness leave may be taken~~ for routine health care provider appointments or when the employee is ill for a short duration where other policies do not apply.

Illness Leave Procedure

Full-time staff employees will be granted paid illness leave for routine health care provider appointments or when the employee is ill for a short duration where other policies do not apply. Illness leave may not be taken for leaves that qualify as, or are related to, a Family Medical Leave Act (FMLA) event, for leave denied under FMLA, workers compensation, or other extended leaves.

Leave with pay for personal illness is not limited to a particular number of days but generally will not exceed three (3) consecutive days. An employee who has been under a healthcare provider's care and absent for more than three (3) consecutive business days shall present a written statement from a health care provider prior to returning to work. Any medical information related to leaves should be sent directly to Human Resources.

An apparent abuse of illness leave may be cause for review by the College as a possible cause for dismissal from employment.

Illness or appointments for someone other than the employee do not qualify under this policy.

Illness leave is not intended as earned time off with pay and shall not be granted as such. Employees are not compensated for illness leave upon termination from employment.