

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.21

Title All Personnel

Sick Leave

Full-time and part-time employees shall be entitled to absence for personal illness, injury, or doctor/dentist appointments with full pay in the following minimum amounts:

The first year of employment .....	11 days
The second year of employment.....	12 days
The third year of employment .....	13 days
The fourth year of employment .....	14 days
The fifth year of employment .....	15 days
The sixth year of employment.....	16 days

Full time and part time employees may use up to 5 days of sick leave in each fiscal year for sickness, injury, doctor/dentist appointments or hospitalization of an immediate family member. These days will not carry over to the next fiscal year. For purpose of definition, "Immediate family" includes the following:

1. Spouse
2. Son or Daughter including "Step Relationship" and "foster"
3. Father and Mother including "Step Relationship"
4. Father or Mother-in-law including "Step Relationship"
5. Other legal guardian relationships

The above amounts shall apply only to consecutive years of employment with Western Iowa Tech Community College and unused portions shall be cumulative to a maximum of 110 days. The Administration may require such reasonable evidence as it may desire confirming the necessity for such leave of absence. Time shall be recorded in hours earned and hours used.

A "day" is based upon an employee's normal scheduled hours of work whether full-time or part-time.

Nothing in this section shall be construed as limiting the right of the Board to grant more time than days specified herein. Absence due to sick leave shall be recorded on the Request and Authorization for Leave form.

A record of the accumulated Annual Sick Leave for each employee is kept with the personnel records in the Human Resources office and may be inspected at any time.

When a negotiated master contract exists, the sick leave terms shall be as specified in that agreement for those covered employees.

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.....  
Title All Personnel

Sick Leave (continued)

Should an absence extend beyond current entitlement, the employee must use all other paid leave prior to requesting to be placed on unpaid leave of absence. If an employee becomes eligible for long term disability insurance benefits, sick leave shall suspend as of the first day such benefits are effective. An employee eligible for Workers' Compensation benefits shall have his/her sick leave reduced in proportion to the amount of payment received relative to his/her full pay. The employee shall have the option of electing to receive his/her full pay in combination with the Worker's Compensation benefit, up to the limits of available sick leave entitlement, in which case a full day of sick leave shall be deducted for each day of absence.

The College does not provide compensation for unused, accumulated sick leave upon termination of employment.

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Date of adoption 8/20/76

Legal Reference: (Code of Iowa)

Date of last revision 7/1/98

Chapter 20, Sections 85.33, 34, 38 (3)

Date of current revision 10/11/04

216; 279.40

Related Administrative Procedures and Cross References \_\_\_\_\_

400.35 Family and Medical Leave Act

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WESTERN IOWA TECH COMMUNITY COLLEGE

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