

Title: Part-Time Sick and Safe Leave

Initial Action: February 11, 2018

Board Resolution: 18-009

Last Revised

o **Policy:**

o **Procedure:**

Last Reviewed:

Effective: February 11, 2018

Next Review: February 11, 2024

Responsibility: Human Resources

POLICY:

Part-Time Employee Leave Policy

Effective February 11, 2018, it is the policy of Cecil College to provide paid "earned sick and safe" leave for part-time employees, including hourly part-time employees, adjunct faculty, coaches, student workers, temporary, and seasonal employees. Employees who are younger than 18 before the beginning of the calendar year (each calendar year) are not eligible for paid earned sick and safe leave. Special rules apply to work-study situations, which are explained below.

PROCEDURE:

Procedure: Accrual and Carryover

Part-time employees will accrue one (1) hour of earned sick and safe leave ("ESS") for every 30 hours worked beginning on the first day of employment. Part-time employees may earn up to 40 hours of ESS each fiscal year. Current part-time employees began accruing ESS on January 1, 2018, and became eligible to use accrued ESS on February 11, 2018. Part-time employees hired on or after February 11, 2018, will earn and accrue ESS beginning on the first day of employment, however, those employees may not use ESS until after 106 calendar days of employment.

Employees may use sick and safe leave as it is accrued (in no less than 15 minute increments).

Up to 40 hours of sick and safe leave may be carried over from one fiscal year to the next. However, employees may not accrue more than 64 hours of ESS at any time.

ESS is not paid out at separation of employment. Any ESS balance will be reinstated if an employee is rehired within 37 weeks from the date of separation.

Individuals that are employed as part of a work-study program will not accrue ESS during: (a) a two-week pay period in which the employee worked fewer than 24 hours total; or (b) a one-week pay period if the employee worked fewer than 24 hours total in the current and immediately preceding pay periods.

Use of Sick and Safe Leave

An employee is required to make a request to his or her supervisor to take ESS as soon as it is practical after the employee is aware of the necessity for the leave and should include the expected duration of the leave.

Employees may take as much leave as they have earned. However, after three consecutive scheduled shifts, the employee must provide documentation showing that the ESS has been used for a reason listed

below. If the employee fails to provide the verification, subsequent requests to take ESS for the same reason may be denied. Types of documentation may include, but are not limited to; a doctor's note, a certification from a law enforcement officer, victim advocate or court order.

Sick and safe leave may be used for the following reasons:

- To care for or treat an employee's mental or physical illness, injury, or condition.
- To obtain preventive medical care for an employee or employee's family member.
- To care for a family member* with a mental or physical illness, injury, or condition.
- For maternity/paternity leave.
- In domestic violence, sexual assault, and stalking situations against the employee or the employee's family member:
 - o Medical or mental health attention;
 - o Services from a victim services organization;
 - o Legal services or proceedings;
 - o During the time the employee has temporarily relocated.

Covered family members include:

- Child (biological, adopted, foster, stepchild, child for whom the employee has legal or physical custody or guardianship, and a child for whom the employee stands in loco parentis).
- Parent (biological, adoptive, foster, and stepparent of the employee or the employee's spouse, legal guardian, and an individual who acted as a parent or stood in loco parentis to the employee or employee's spouse).
- Spouse.
- Grandparent (biological, adopted, foster, or step grandparent of the employee).
- Grandchild (biological, adopted, foster, or step grandchild of the employee).
- Sibling (biological, adopted, foster, step sibling of the employee).

Documentation

It is the responsibility of the part-time employee and their supervisor, chair, and/or administrator to track and notify Human Resources of all absences using a leave slip or online e-time system. All absences must be tracked whether paid or unpaid.

Payment of Sick and Safe Leave

Sick and safe leave will be paid to the employee at the same wage rate as the employee normally earns.

Denial of Leave and Prohibition of Improper Use/Leave Abuse

The College may deny a leave request if the employee does not provide proper notice and the employee's absence will cause a disruption. Improper use of ESS, including a pattern of abuse, is prohibited.