

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Sick Leave**

**DATE: March 1, 1993**

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The College provides protection for those days an employee is unable to work because of health concerns. Sick leave allows for paid time off to care for personal health and the health of an immediate family member.

Sick Leave may be used by employees because of illness, injury, or for medical, dental, or optical treatment. Sick leave may be granted to employees due to the death or serious illness of a member of the immediate family. Immediate family means father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as parent or guardian of an employee. All regular full-time employees accrue sick leave at the rate of one (1) day per employment month, accrual to one hundred twenty (120) days so long as only one hundred twenty (120) days are carried over at the end of the calendar year.

An employee must notify the supervisor as soon as possible when absence is required for illness or other reasons.

Absence due to illness is charged against earned leave in the following order: (1) earned sick leave, (2) earned annual leave, and (3) leave without pay.

Employees are not paid for unused sick leave when they leave the College.

Guidelines for the Management of Sick Leave Use by Employees

- I. Supervisory Responsibilities:
  - A. Manage Sick Leave and Prevent Abuse of Sick Leave. Supervisors should regularly monitor and manage all of the sick leave used by employees.
  - B. Ensure Appropriate Use. Supervisors should ensure that the reason for the use of sick leave is allowable under the terms of the sick leave policy.
  - C. Ensure Confidentiality. Supervisors should maintain the confidentiality of the reasons for employees' use of sick leave.
  - D. Recognize Good Attendance. Supervisors should recognize good attendance through appropriate methods.
  - E. In Monitoring the Use of Sick Leave, the Following Guidelines Shall Be Used:

Supervisors should monitor the amount of sick leave used by employees and should review sick leave usage for individual employees when use exceeds six (6) separate instances in a fixed twelve (12) month period.

Instances shall include: All actual sick leave used as well as other types of leave used in lieu of sick leave (e.g. same-day vacation leave requested in lieu of sick leave, leave without pay taken for sick leave reasons).

Supervisors should also analyze leave to determine if leave is usually taken in a fashion that suggests a pattern of behavior, such as consistent use of sick leave on Fridays, Mondays, and/or before or after a holiday, or absences after a vacation request has been denied. Instances shall not include: Any FMLA qualifying time or time taken for prescheduled doctor's appointments, bereavement leave, workers compensation, or sick leave used in conjunction with the birth or adoption of a child or for the period of time that a doctor certifies a female employee unable to work because of pregnancy.

II. Attending Physician Certification of Illness and Reasons Why the Employee Cannot Perform Their Work:

Employees who are on sick leave for three or more consecutive days must furnish a certificate of illness from an attending physician. If any supervisor feels that an employee has abused their sick leave, the College may require that the employee furnish a certificate from an attending physician anytime that sick leave is used. The documentation from the physician must include a clear description of why the employee is unable to perform their job duties and responsibilities and must miss work for the indicated period of time. If an employee is suspected of abusing sick leave or has not submitted complete documentation, the College reserves the right to have the employee and the employee's medical records examined by a physician chosen and paid for by the College.

III. Procedures:

A. If an employee's use of sick leave appears to be misused, the supervisor should also consider the following:

1. The frequency of and the reasons for sick leave use. (Absences necessitated by chronic long-term illnesses/disabilities may require different considerations than casual, intermittent absences.) The employee's unused sick leave balance.
2. The impact of the employee's absences on the workplace. (e.g., dependability, disruptions in work schedules, overtime costs, incomplete projects).

B. Action Steps for Sick Leave Problems or Suspected Abuse of Sick Leave. If the supervisor determines a problem exists then the supervisor shall:

1. Verbally counsel the employee on his/her use of sick leave.

2. If the problem persists after verbal counseling, the supervisor should document the problem in writing. The employee should be given a copy and a copy should be placed in the employee's personnel file.
3. If the problem persists after a written reprimand, the employee shall receive a second written reprimand and be placed on probation by their supervisor.
4. If the above methods are unsuccessful, a supervisor should consider the effect that the sick leave use has on the employee's performance and the operations of the employer. Further discipline, such as a suspension without pay and/or termination may be taken on the basis of the absences affecting the employee's performance, or the operations of the employer, and may be taken even when the reasons for sick leave use have been legitimate.

C. Performance Reviews:

Supervisors should also reflect how the employee's attendance has impacted his/her ability to complete the tasks on the employee's performance review.

AUTHENTICATION (Signature):

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President

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