

West Virginia Northern Community College

SICK LEAVE

Effective Date: June 24, 2004

Date Approved by WVNCC Board of Governors: June 24, 2004

Authority Reference: West Virginia Code Section 18B-1-6 and Higher Education Policy
Commission Title 133 Procedural Rule Series 38

Replaces previous policy dated: WVNCC Policy No. 4.2.15.7 effective August 30, 2000

Rule: Full-time regular classified and non-classified employees, and 12-month contract faculty, are eligible to accrue and are able to use sick leave in accordance with the rules for employees of the Higher Education Policy Commission/WV Council for Community and Technical College Education.

Employees must be in an active payroll status for the majority of the month in order to accrue sick leave. Sick leave is accrued at the rate of 1.50 days per month. Sick leave is prorated according to the employee's full time equivalency (FTE). Sick leave may be accumulated without limit.

Sick leave may be used when the employee is ill or injured and unable to work; for employee medical appointments; or, when a member of the employee's immediate family is ill, injured, in need of medical attention, or dies. Immediate family is defined as: parents or children by blood or law (including "in-laws" and "step" relationships); spouse; brother, sister; grandparents and grandchildren; or others considered to be part of the household living under the same roof. Sick leave usage as it pertains to immediate family members is limited to the time spent to arrange for and/or provide care, treatment or follow-up of the seriously ill person, as well as medical appointments for illness, injury or medical attention when no other arrangements are available. Sick leave usage will be concurrent with Family Medical Leave Act absences as provided by law.

An employee may use a reasonable amount of accrued sick leave time when a death occurs in the immediate family, as required to arrange for and attend the funeral and related services, including travel time. (Immediate family is defined above.) "Reasonable" amount of time is determined at the discretion of the supervisor in consultation with the Human Resources Representative. Sick leave is not provided for

estate legal obligations and/or an extended bereavement period. (Annual leave may be requested for these purposes.)

An employee may not use sick leave before it has been earned.

Medical verification is used by the College to determine appropriate and legitimate usage of sick leave, return to work clearance, and/or accommodation determinations. The employee is required to submit verification for sick leave usage of more than five (5) consecutive working days prior to returning or upon return to work. Verification may be required by the College regardless of the duration of the leave.

If insufficient or unsatisfactory medical verification is submitted by the employee, the President or designee may request that the employee obtain additional information from an appropriate physician.

Sick leave provisions are contingent upon continued employment. When termination occurs, voluntary or involuntary, all accumulated sick leave will be forfeited as of the last day present at work, except in cases of retirement. Upon retirement, employees may, if they qualify, elect to have any unused sick leave applied as a credit for service or insurance purposes, as provided by current State law and PEIA plan guidelines.

Employees who resign in good standing and are later re-employed may have their total accumulated sick leave reinstated, provided the date of termination is one (1) year or less from the date of re-employment. If the employee returns to work after more than one (1) year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated.

Employees may also transfer accumulated, unused sick leave earned through other State agencies to West Virginia Northern Community College if requested in writing within one year of the date of employment with WVNCC.

The College maintains strictly confidential medical files for current employees, separate from the official personnel files, as required by law on a “need to know” basis only.