

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Human Resources

BCOM Policy 4200

TOPIC: Sick Leave

Approval Date:
9/1/2015, 1/26/17, 7/5/17

Ratified: 11/29/16

Effective Date: 7/5/17

Approved: *Signature on File*

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*Policy reformatted and renumbered for uniformity May 2016

Purpose

Burrell College of Osteopathic Medicine recognizes that employees will need days off from work from time to time to address their medical needs.

Eligibility

All regular employees are eligible for sick leave benefits. Part-time employees working 20 to 28 hours per week will earn sick leave on a prorated basis. Full-time employees are those working 29-plus hours per week. Sick leave accrual begins on the first day of full- or part-time employment. Sick leave is accrued according to the schedule in this policy, unless otherwise stated in an employment agreement. Sick leave can be used after it is earned. Sick leave will not be earned during an unpaid leave of absence.

Accrual Schedule

Sick leave will accrue as stated in the schedule below. Sick leave will not accrue for any time worked over 40 hours in a week and accruals will not exceed annual limits.

<i>Employee Status</i>	<i>Accrual Amt./Pay Period</i>
Part-Time	Approximately 1.85 hours (not to exceed 48 hours/year)
Full-Time	Approximately 3.69 hours (not to exceed 96 hours/year)

**Accrual rates effective 1/1/16.

If the available sick leave is not used by the end of a calendar year, accrued, unused leave may be carried over to the next year. If the total amount of carried-over accrued sick leave reaches 480 hours, the hours will continue to be reduced to 480 until the level falls below the maximum, at this point leave accrual will begin again.

Leave Requests

If the date of a medical appointment is known ahead of time, and employee can complete a time off request form prior to the date needed. If notice is not able to be provided, employee will be asked to complete the time off request form when they return to work. All completed forms should be turned into the HR Department.

Use

Sick leave may be used in accordance with the following provisions:

- Sick leave may not be used prior to accrual.

- If sick leave is exhausted, annual/vacation leave will be used in its place.

- Sick leave may be used for an employee's personal illness, well-care and medical and dental appointments. Sick leave also may be used for illness and well-care of a member of an employee's immediate family (including the employee's spouse, children, mother and father).
- If the employee is on leave under the Family and Medical Leave Act (FMLA), paid sick leave or paid annual/vacation leave must be used initially as part of the FMLA leave.
- An employee who has a sick leave absence in excess of three consecutive work days must present medical documentation for the absence.
- If the employee is absent unexpectedly due to personal or a family member's illness, the employee should notify his or her supervisor or the human resource manager as soon as reasonably possible.
- Employees are not paid for unused sick leave upon termination of employment.