

ARTICLE IX - SICK LEAVE

Section 1

During the probationary period no sick leave will be granted. At the end of the probationary period sick leave will be granted for a maximum of fifteen (15) days per year. On the anniversary of each new year, an additional fifteen (15) days will be granted accumulative up to a maximum of four hundred nineteen (419) days.

Section 2

Sick leave mean personal illness, quarantine at home, or serious illness of an immediate family member. For the purpose of this leave, immediate family is spouse, children and parents. In personal illness, quarantine at home, or serious illness, a doctor's certificate must be presented to the administration after four (4) separate occurrences in a consecutive sixth (6) month period, after three (3) consecutive days, or after a pattern of abuse of the sick leave benefit becomes evident. Any cost incurred to provide this certificate will be the responsibility of the employee.

In fairness to employees and to assist in scheduling work, the employee is required to call-in each day during the course of the illness or quarantine, except in those instances when a predetermined length of absence has been indicated.

ABSENCE CALL IN

An employee requesting the use of sick leave benefit must notify his/her Superintendent or Lead Person before the start of the shift. If an employee is unable to make direct contact with the Superintendent or Lead Person, the employee will leave a message on voice mail or with a member of the Facility Services Department clerical staff.

The Superintendent or Lead Person may call the employee to verify the message.

Except in emergency situations, call-ins must be made by the employee or immediate family member.

Section 3

In case of severe illness of an employee and in the event all vacation time and sick leave has been used up, additional days not to exceed thirty (30) working days will be requested. Such a request will have to be in writing and will require College Board approval, provided such approval shall not be withheld where such request is pursuant to the 1993 Family Medical Leave Act, which Act shall otherwise apply in all particulars, notwithstanding any other provision of this Agreement to the contrary.

Section 4

If an employee qualifies under Worker's Compensation for loss of pay, the College will pay the difference between regular pay and what he/she receives from Worker's Compensation. The

proportionate amount the College pays will subtract that same portion of a sick leave day from his/her accumulated sick leave. The obligation of the Board to pay the difference shall cease with the exhaustion of the employee's accumulated sick leave.