

## **SECTION 6: LEAVES OF ABSENCE**

### **GENERAL BENEFITS**

The College maintains a benefit program to help meet the needs of employees and their families. With our medical programs, disability benefits, retirement plan and life insurance, the College hopes to reduce financial worry for employees and their families in case of illness, accident, retirement or death.

### **SICK/HEALTH LEAVE**

All regular, full-time employees (working forty (40) hours a week) are entitled to sick leave.

Use of Sick Leave:

1. Sick leave can be taken only to the extent that is actually earned.
2. Sick leave must be reported on the employee's payroll report and a Request For Absence form must be submitted, with the appropriate supervisor's signature for approval.
3. A certificate from an employee's doctor may be requested to verify an illness or to ensure that the employee has recovered sufficiently to return to work (refer to Board Policy 2.4.3).
4. Sick leave can be used in case of personal illness, a medical emergency in the immediate family; and/or for appointments with doctors and dentists kept at a minimum during work hours.
5. The employee must call the supervisor or promptly on the first day of illness and every day thereafter unless hospitalized or

convalescing at home for the period of sickness or accident. All calls should be placed to the supervisor and made no later than one (1) hour after the start of the scheduled workday. If the call is not made within that period of time, it will be considered a "no call." Three consecutive days of "no call" will be considered a resignation without notice and treated accordingly. An employee convalescing at home for an illness or accident must report to the supervisor in person, or by telephone once a week during this convalescence.

6. The college reserves the right to have the employee see a physician of the College's choice in order to determine whether an individual may be entitled to extended benefits.

For additional information regarding sick leave (Board Policy 2.12) please refer all questions to the Director, of Human Resources.

Sick leave is granted according to the appropriate contract and/or Board Policy.

**Certification to Return to Work** It is the policy of JJC that whenever an employee returns to work following a period of illness of three (3) consecutive days or more, the Human Resources Center may request a written statement from a licensed physician indicating that the employee may return to assigned duties.

## **PERSONAL LEAVE**

Full-time employees eligible for personal leave must have the approval of their supervisor **in advance** of the personal leave time. Unused personal leave will be converted to unused sick leave.

## **BEREAVEMENT LEAVE**

Leave with pay will be granted in the event of the death of an immediate family member (see list below). Additional fringe days may be approved if necessary for travel. Union contracts list immediate family; the Human Resources Center can provide this information upon request. An approved Request For Absence form on all bereavement leave must be submitted to the Human Resources Center to provide said relationship.

### **IMMEDIATE FAMILY (For purposes of bereavement)**

Immediate family shall be interpreted to mean the following family members:

Spouse	Son-In-Law
Mother or Father	Sister-In-Law
Children	Brother-In-Law
Brother	Daughter-In-Law
Sister	Grandchildren
Half-Brother	Grandparents
Half-Sister	Spouse's Grandparents
Step-Parents	Immediate (blood) Aunts & Uncles
Mother-In-Law	Father-In-Law
Members of household	Nieces
Step-children	Nephews

## FAMILY AND MEDICAL LEAVE

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees are entitled to a total of twelve (12) weeks of unpaid leave during any 12 month period when leave is taken for one or more of the following reasons:

- A. The birth of a child to the employee (within one (1) year of the birth of the child);
- B. The placement of a child with the employee for adoption or foster care;
- C. The care of a spouse, son, daughter, or parent if such spouse, son, daughter or parent is suffering from a serious health condition that makes the employee unable to perform the functions of his or her job;
- D. The employee has a serious health condition that makes him/her unable to perform the functions of his/her position.

The law was implemented to assist working parents, to promote the stability and economic security of families and to promote national interests in preserving family integrity.

Employees are eligible if:

- A. The employee has worked for JJC at least 12 months;
- B. The employee has worked at least 1,250 hours during the twelve month period preceding the leave; and
- C. The employee is employed at a work site where there are at least 50 employees within a 75 mile radius.

The FMLA also contains certain other requirements and obligations. For more information and the required medical certification forms, please consult the Director, Human Resources and Board Policy.

## **DISABILITY PROVISIONS**

If you are contributing to the State Universities Retirement System (SURS), you may be eligible for disability benefits equal to 50% of your average monthly earnings. Please refer to the SURS booklet for further information regarding eligibility regulations. Additional percentage of disability benefits is available at an optional cost.

## **WORKERS' COMPENSATION ACT**

JJC operates under the provisions of the Workers' Compensation Act, which provides for medical expenses and partial salary compensation for accidental injury claims.

Employees who are injured during working hours at JJC must immediately report the accident to their supervisor and, if necessary, obtain assistance from Campus Police to determine the need for medical emergency treatment and/or ambulance service. It is important that an official report of the accident be completed and submitted to the Human Resources Center within 48 hours, even if the injury does not seem to warrant medical attention. Report of Accident Forms can be found in Public Folders under Human Resources or available from the Human Resources Center.

Both Joliet Medical Group and Provena St. Joseph's Hospital are preferred providers of JJC. The use of other providers causes extreme delays in processing worker's compensation claims.

If complications ensue from the injury at a later time, coverage may be available. Questions concerning coverage and how it may affect the employee's salary and benefits should be referred to the Human Resources Center.

An injured employee must immediately secure a letter from a physician stating inability to perform normal duties in order to begin receiving Workers' Compensation benefits. Depending on the length of disability, further written statements will be requested. A doctor's signed release to work certification must be received before the employee can return to work.

## **JURY DUTY**

A regular full-time employee who is summoned and reports for jury duty or has been subpoenaed as a witness, may be granted special leave to fulfill such duty. The College pays the difference between monies paid to the juror and the employee's regular salary when required to serve as a juror or witness during a working day on which he/she otherwise would have been scheduled to work. The employee shall present proof of such service to their supervisor and to the Payroll Department.