



**1. Purpose**

- 1.1. To outline the policy of Tooele Technical College (TTECH) regarding the accrual of, eligibility for, and authorized use of sick leave.

**2. References**

- 2.1. Board of Regents Policy R-821 – Sick Leave
- 2.2. TTECH Policy on Disciplinary Action

**3. Policy**

- 3.1. The following apply to regular, salaried staff and faculty members:

- 3.1.1. **General.** The sick leave policy provides full pay to employees who have to remain away from work because of illness, injury, infant delivery, or other disabling conditions. The Administration, however, reserves the right to require verification of illness or disability by a physician to include one appointed by the Administration if necessary. Employees are expected to return to work as soon as they have recovered from their condition.

- 3.1.2. **Sick Leave Amount.** Full time, salaried employees on a 245 day per year work assignment earn a maximum of twelve days of sick leave per year at the rate of four hours per pay period. Salaried employees on an appointment less than 1.0 FTE but equal to or greater than .75 FTE earn sick leave on a pro-rated basis according to their appointment.

- 3.1.3. **Accumulation.** Unused sick leave days will accumulate up to a maximum of 976 hours.

- 3.1.4. **Sick Leave Conversion to Vacation for Staff.** TTECH staff employees who are eligible for sick leave benefits are eligible for an annual conversion of up to four days (32 hours) of accrued sick leave to vacation providing the following limitations are met:

- 3.1.5. The employee has accumulated a minimum of 192 hours (24 days) of sick leave by December 31 of a calendar year (referred to as the “first” calendar year), and during the following year, the employee uses fewer than four days (32 hours) of sick leave;

- 3.1.6. On January 1 of the year subsequent to the “following year” referred to in 3.1.4, the conversion will be calculated based on the number of sick days during the “following year” of 3.1.4:

- 3.1.6.1. If 0 days (0 hours) of sick leave was used, for days (32 hours) will be converted to vacation; the remaining 8 days (64 hours) of sick leave earned in this year will be retained in the employee’s sick leave balance.

- 3.1.6.2. If 1 day (8 hours) of sick leave was used, three days (24 hours) will be converted to vacation; the remaining 8 days (64 hours) of sick leave earned in this year will be retained in the employee’s sick leave balance.

- 3.1.6.3. If 2 days (16 hours) of sick leave was used, 2 days (16 hours) will be converted to vacation; the

remaining 8 days (64 hours) of sick leave will be retained in the employee's sick leave balance.

3.1.6.4. If 3 days (24 hours) of sick leave was used, 1 day (8 hours) will be converted to vacation; the remaining 8 days (64 hours) of sick leave earned in this year will be retained in the employee's sick leave balance.

3.1.6.5. If 4 days (32 hours) or more of sick leave were used, the employee is not eligible for the sick leave conversion.

If only partial days are used for sick leave, the total number of hours up to 32 hours eligible for conversion will be converted.

#### **4. Authorized Uses.**

4.1. Sick leave may be used for the following purposes:

4.1.1. In the event of the serious illness of an immediate member of the family. The phrase "an immediate member of the family" includes husband, wife, son, daughter, father, mother, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather-in-law, and grandmother-in-law. (Exceptions that may be considered by the administration are uncle, aunt, nephew, niece, first cousin, and those who have virtually held the position of an immediate member of the family.)

4.1.2. For any absence beyond 1 day, in the case of serious illness of an immediate family member other than spouse, parent, or child, approval must be secured from the immediate supervisor. For any absence beyond one day in the case of serious illness of a spouse, parent, or child, the Family Leave Policy shall apply.

#### **5. Sick Leave Balance.**

5.1. The current balance of sick leave is included on the employees pay checks. The balance may be verified by inspection of the records of the TTECH Fiscal Services Office.

#### **6. Unauthorized Use.**

6.1. Employees who use their sick leave for other than authorized purposes are subject to disciplinary action up to and including termination from employment.