

## **Sick Leave**

All eligible employees working more than 1,365 hours per benefit year will be entitled to regular pay for work lost from absences due to major personal illness/injury, pregnancy, surgery or other medical conditions which result in absences from work. The length of the absence will depend on the individual circumstances and will normally require a written statement from the physician as well as regular progress reports. The College reserves the right to secure a second medical opinion. Paid leaves will normally be limited to six weeks in any rolling calendar year with the exception of those cases where an employee is medically disabled. Paid leave will be used to reduce the 12-week entitlement for unpaid leave allowed by the Family and Medical Leave Act of 1993. Eligibility for Long-Term Disability Benefits (@ 60% of salary) begins after 26 weeks of disability.

A special category for absences of less than one week in duration include absences from work due to minor illness/injury, surgery or exposure to contagious diseases, which constitute a danger to the health of others by the employee's work attendance. Excessive absences, in the College's sole judgment, may result in disapproval of paid time off. Employee absences of greater than 5 work days normally require a written statement from an attending physician.