

Sick Leave

Hope College provides financial assistance to its employee when they are absent from work due to illness, hospitalization, or medical condition. The College has adopted the following sick-pay policy for those employees who: 1) worked 1,365 hours or more during the previous benefit year and are expected by the College to do so during the existing benefit year or 2) have worked or are expected by the College to work 1,365 hours or more during the existing benefit year.

The **Basic Sick Pay** benefit provides for payment at your normal pay rate for absences due to sickness not to exceed the number of hours you have accrued. Hours must be accrued prior to being paid. For all new employees, 16 hours of sick leave will be credited to your accrual on your first day of employment. This amount is prorated for new employees who work .67-.99 FTE. Following the initial accrual, the Basic Sick Pay benefit is then earned on an accrual basis at the rate of 40 hours per fiscal year per 1.0 FTE. Your hours do not have to be expended during the fiscal year since the plan provides for a “carry over” of benefits from one year to another. A maximum of 160 hours may be allowed to accumulate in your account at the end of any fiscal year. All accumulated hours above 160 will be deleted and payment made to you in the amount of 50% of your current hourly rate for those hours. Therefore, all employees will start each new fiscal year with no greater than 160 Basic Sick Pay hours.

Employees with sick pay hours greater than 160 hours on July 1, 1986, had a **Supplemental Sick Pay** account established for them. All hours above 160 were placed in this account and may be used to provide a 100% payment of the normal pay rate in the event the Basic Sick Pay benefit hours are fully expended. No new accrual of supplemental hours is allowed. If an employee retires from the College and has hours remaining in their account, payment will be made to them at 50% of their final pay rate.

Basic Sick Pay and/or **Supplemental Sick Pay** benefit hours may be used to satisfy the required elimination period for the Short Term Disability plan (see Short Term Disability section in handbook). Paid sick days taken in conjunction with the disability shall count toward satisfying the elimination period and unused paid sick time may be used to supplement the STD benefit – not to exceed 100% of the normal hourly rate.

Earned paid sick leave may only be used for the following reasons:

- Personal illness or incapacity over which the employee has no reasonable control which prohibits the performance of the duties of the job.
- Absence from work because of exposure to contagious disease which, according to public health standards, would constitute a danger to the health of others by the employee’s attendance at work.
- Completion of appointments for medical / dental treatment when it is not possible to arrange such appointment for non-work hours.

In all cases when you must be absent, it is your responsibility to contact your supervisor with an explanation for your absences and approval of the absence. This must be done as soon as possible, prior to the start of the work day, so that arrangements can be made for a substitute when needed.

In the event of a work-related accident, the employee's sick pay benefits will be superseded by benefits available under the Worker's Compensation Act (see Worker's Compensation section in handbook).