2425 – Personal Sick Leave

Usage of Personal Sick Leave will be limited to 120 hours annually, based on the calendar year pay dates and corresponding leave periods, for qualified full-time employees and 60 hours annually for qualified part-time employees. Personal Sick Leave may be used for the employee's personal illness or for the employee to care for an immediate family member.

This leave does not qualify under the Family and Medical Leave Act. However, an employee who has qualified for, and reached the maximum entitlement under the Family and Medical Leave Act, may be eligible to utilize additional time off under this procedure for qualifying circumstances under the FMLA as determined by the Office of Human Resources.

General

Employee's[1] personal illness, as well as the care of an immediate family member[2], includes time off for doctor's appointments, illness or injury, including illness related to pregnancy.

Notice Prior to Commencement of Leave

The employee must report the reason for the absence to his/her supervisor before the beginning of the scheduled workday. Since coverage in some departments is more critical than others (i.e., Faculty, Campus Safety, and the Child Development Center) departmental supervisors may impose more definitive time frames and methods for reporting the absence. When the need for leave is foreseeable, the employee should provide prior notice.

Affidavit of Illness

An employee may be asked to sign an affidavit of illness. A physician's statement also may be requested by the College, and when requested must be presented within two working days or as soon as reasonably practicable under the particular facts and circumstances. Employees who do not cooperate in substantiating the reason for their absence will not be eligible for leave under the Personal Sick Leave procedure.

More Details

See General Leave Requirements and Information for more details.

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[1] Employee classifications eligible for this benefit are: President, Vice President and Deans, 9-10 Month Faculty, 11-12 Month Full-time Faculty-Barton Campus, 11-12 Month Full-time Faculty-Fort Riley and Fort Leavenworth Campus, FT Exempt Staff, FT Exempt Staff Less Than 12 Months, FT Hourly Staff, FT Hourly Staff Less Than 12 Months, and PT Hourly Staff (Part Benefits).

[2] Family members include spouse, children, stepchildren, adopted children, mother, father, mother-in-law, father-in-law, stepmother, stepfather, foster parents, legal parents, or another dependent who resides in the same household as the employee.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President

Date: 9/6/02

Revision(s): 11/19/02; 11/6/06; 10/16/19 (minor revision)