SUBJECT: Sick Leave

I. Sick Leave

Full-time employees (employees who customarily work at least 40 hours per week), including full-time faculty, will earn sick leave credit at a rate of 12 hours per month for the initial six months of employment, and at a rate of 8 hours for each month thereafter. An employee must be employed on or before the 15th day of each month to receive the sick leave credit for that month. An employee will earn sick leave only for the months within the Period of Appointment set forth in the employee’s Memorandum of Appointment. Part-time employees working less than 40 hours per week and adjunct faculty members are not eligible to accrue sick leave credit.

Unused sick leave may be accumulated from year to year of continued employment up to a maximum of 720 hours. Once the maximum accumulation has been reached, no further sick leave credit will be earned. Upon termination of employment for any reason other than termination by Midland College for gross misconduct or significant and intentional violation of any Midland College policies or procedures, an employee with 10 years or more of full time service with Midland College may be paid for any accumulated sick leave in excess of 240 hours, at a rate of half of the employee’s current base hourly rate. If an employee’s employment is terminated prior to the completion of 10 years of continuous full time service, all accumulated sick leave is forfeited, even if the employee returns to employment later. An approved leave of absence will not be considered a break in service, but an employee may not earn sick leave credit while on a leave of absence status.

“Therefore, Base Hourly Rate” will be calculated as follows:

A. For full-time faculty members and other employees who receive a Memorandum of Appointment, there are several different calculation formulas based on actual hours worked. Since actual hours worked may fluctuate, the base hourly rate will be determined by dividing such employee’s annual salary at the time of termination as set forth in the employee’s most recent Memorandum of Appointment by the following hours:

- 1,560 hours for employees with appointment between 8 and 9 months but less than 10 months in length;
- 1,732 hours for employees with appointment at least 10 months but less than 11 months in length;
- 1,904 hours for employees with appointment at least 11 months but less than 12 months in length; and
- 2,080 hours for employees with appointment at least 12 months in length.

B. Appointments of less than 8 months will be prorated on the basis of annual salary and hours worked for the appointment period.
C. For full-time employees who do not receive a Memorandum of Appointment: The base hourly rate will be determined by dividing the employee’s annual salary for the current year by 2,080 hours.

II. Authorized Uses of Sick Leave

Available sick leave credit may be used for the following reasons only:

A. Up to a maximum of 12 weeks per rolling year for a qualifying leave under the Family and Medical Leave Act (the FMLA), provided that, the employee has satisfied the eligibility and other applicable requirements of the FMLA. Employees may use any additional accrued sick leave after exhausting FMLA.

B. Up to a maximum of five days per calendar year for the death of an immediate family member or spouse’s immediate family (spouse, parents, children, brother, sister or grandparents).

C. Up to a maximum of 16 hours per calendar year for personal business of an important nature that could not be accomplished after normal work hours.

Except for extenuating circumstances, employees must provide 30 days advance notice if the leave is for planned medical treatment and/or pregnancy, adoption, or foster care. In any case involving serious illness to the employee or the employee’s family that is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the College. Where the leave is not foreseeable, the employee or a family member must give notice as soon as practicable depending on the facts and circumstances of the case. Notice shall be given to the employee’s supervisor.

If an employee is absent due to personal illness or an immediate family member’s serious illness for more than three days, a doctor’s statement verifying the illness may be required by the College.

Employees will receive sick leave pay only for absences on scheduled work days. Consequently, sick leave will not be paid for absences on non-scheduled work days by faculty members and other employees who are not employed on a continuous 12 month basis. Full-time faculty members who work during the summer are considered as part-time employees during the summers and are thus ineligible to accrue sick leave credit or receive sick leave pay during the summers. Sick leave will be charged in increments of 30 minutes.

Supervisors are responsible for ensuring that all absences are properly reported.
III. Authorized Employee Absences

Employees are expected to be at work except when authorized to be absent by the employee’s supervisor under the following conditions:

A. While on official college business as approved by the supervisor;

B. On vacation as scheduled and approved by supervisor;

C. Due to illness or other absence which is authorized as sick leave;

D. For compensatory time as scheduled and approved by supervisor;

E. While on an approved leave of absence; and

F. For jury services.

Absences of an employee for other than the reasons above will result in the deduction of one day’s pay or portion of a day from a non-exempt employee's salary. Unauthorized absence by an employee for more than three consecutive days may be considered as voluntary termination of employment by the College.