

Policy Number: 6

### BENEFITS - SICK LEAVE

Sick leave is provided for employees subject to the provisions and eligibility requirements outlined in the [Board of Trustees Regulations](#) or collective bargaining agreements. These guidelines have been established to supplement those regulations and agreements:

1. Supervisors are responsible for ensuring that sick leave benefits are used in accordance with Board of Trustees Regulations or collective bargaining agreements and that usage is accurately reported. Sick leave usage shall be reported by the supervisor to the Department of Human Resources. Employees are individually responsible for reporting use of their sick leave benefits to their supervisors.
2. Employees are responsible for notifying their immediate supervisor as soon as possible, but no later than the start of the assigned work day, if they will not be on duty because of illness. Non-notification, except in an emergency situation, may result in disciplinary action.  
Employees who have been absent due to illness may be required to provide a physician's letter stating that they are able to return to work before being allowed to do so. For civil service employees, see: [Medical Clearance for Civil Service Employees](#).
3. Abuse of, or failure to report sick leave in accordance with proper time reporting procedures may be cause for disciplinary action.
4. Sick leave accrual records are maintained in the Department of Human Resources. These records are the only official basis on which sick leave with pay may be granted.

Approved:  
President  
July 24, 1997

Monitor: Vice President for Business Affairs