

Sick Leave

(revised 7/9/09, 9/8/11, 12/13/12, 07/11/13, 6/9/16, 8/11/22)

Each full-time employee shall receive 7.2 sick hours per month. A full-time employee may not accumulate in excess of 720 hours of sick leave. Permanent part-time employees' sick hours shall be prorated based on their contracted work hours. Full-time employees shall be compensated for all accumulated unused sick leave at the time of that employee's retirement. Compensation will be set at a rate of six dollars (\$6) per hour for each hour of accumulated unused sick leave at the time of retirement.

a. Purpose and Usage

NCCC shall provide employees with the opportunity to request approved time away from work to resolve medical problems and/or recuperate so they may return to full productivity. Sick leave may be taken only to the extent that is actually accrued; one cannot borrow against anticipated sick leave earned. An employee shall not be compensated for unused sick leave.

Sick leave may be granted for:

- (1) Illness or injury of an employee which prevents the employee from performing his/her duties;
- (2) An employee receiving workman's compensation temporary total disability benefits for an NCCC employment related illness or injury may request use of accumulated sick leave. The compensation for accumulated leave used each payroll period shall be that amount which, together with worker's compensation, and after employer withholding from sick leave compensation, equals the net pay after withholding actually received by the employee prior to the illness or injury. Sick leave may not be used to supplement for more than sixty (60) calendar days while drawing workman's compensation temporary total disability benefits. Sick leave used to supplement workman's compensation benefits shall be in 1/3 fractional day increments.
- (3) Medical appointments;
- (4) Quarantine due to a contagious disease in the employee's immediate family;
- (5) Illness of a member of an employees' immediate family (spouse, children, parents, or family member residing with employee);

Maximum of five days in case of death in the employee's family (spouse, children, parents, siblings, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, or sister-in-law, or family member residing with the employee). Any further days must be cleared with the immediate supervisor. The President or his/her designee may approve, in advance, the use of sick leave in the case of death for other family members on an individual basis. Permanent part-time employees' days shall be prorated based on their contracted work hours.

a. Verification

NCCC may require a statement from a medical doctor that the employee was unable to work in order to insure that there will be no abuse of sick leave privileges.

b. Records

(revised 8/17/2020)

Whenever an employee is unable to report to work, the employee must notify his/her immediate supervisor. On the first day back at work, an absence report must be completed with the immediate supervisor and forwarded to payroll in order to account for sick leave.