



BOARD POLICY

BOARD POLICY SERIES NUMBER: 318.01

TITLE: SICK LEAVE

See ACEUCC and UCCFA collective bargaining agreements.

Administrative/Confidential-Exempt Employees: Sick leave is defined as absence from duty with pay because of illness or injury of the employee or because of illness or injury of a member of the employee's immediate family. Sick leave use shall also include absence from duty for medical, dental, or optical examinations or treatment of the employee and/or the employee's family members needing transportation and/or assistance in meeting their appointments. An employee who is absent because of illness or other covered reasons must notify his/her supervisor as early as practical before his/her regular work day begins and also upon his/her return. "Immediate family" shall be defined as husband, wife, domestic partner, father, mother, son, daughter, sister, brother, stepchild, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, and any other member of the immediate household.

Full-time, 12-month employees shall be entitled to twelve (12) days of sick leave per year. Employees who work a fraction of the college year shall receive sick leave benefits on a prorated basis.

An employee being hired from other schools and colleges within Oregon may transfer up to ten days of sick leave accumulated with that school to Umpqua Community College.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 06/08/11 by Board

DATE OF LAST REVIEW: