

**3354:1-41-02.5 Personal and sick leave procedure for eligible full-time employees.**

- (A) Four personal leave days will be granted to eligible full-time employees and will be available for use on July first of each year. Personal leave is earned at the rate of one-third day per month. Personal leave shall be utilized only for such matters as religious holidays; death of a family member or anyone who resides at the same address; or for important personal needs or emergencies. Employees must notify and obtain approval from their supervisor in order to use personal leave. Personal leave may not be accumulated and carried over into subsequent fiscal years.
- (B) If an employee leaves the employment of the College prior to the completion of the fiscal year, personal leave taken in excess of personal leave accrued will be deducted from the employee's final paycheck.
- (C) An additional three leave days will be dedicated to College Winter Closing, the days the College is closed between Christmas and New Year's Day.
- (D) Eligible non-bargaining full-time employees will be granted fifteen sick leave days per year.
  - (1) Sick leave may be used for an illness, injury, disability, maternity (disability period only, not for the bonding period), medical, dental or optical examination or treatment. In addition, sick leave may be used to care for an employee's spouse, domestic partner, parent or child with an illness, injury, or, medical, dental or optical examination or treatment. In cases of bereavement, sick leave may be used to supplement personal leave days.
  - (2) Employees may carry forward a maximum of 180 unused sick days into the new fiscal year.
  - (3) Employees who have ten or more years of service with the College, may elect at the time of retirement or resignation to be paid for one-fourth the value of the accrued but unused sick leave up to a maximum of 30 days at resignation and 45 days at retirement. Such payment will be made only once to any employee and is at the rate of pay of the employee on their last day of employment. Employees may defer all or a portion of this payment to a 403(b) or 457(b) subject to IRS annual limits.

- (E) The President or the President's designee shall take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: June 6, 2017

Prior effective date: November 1, 2015

Procedure amplifies: 3354:1-41-02