4.3 – Policy on Sick Leave

**Purpose**

Through this policy Wesley College (“Wesley” or the “College”) seeks to establish a policy on Sick Leave.

**Applicability**

This Policy applies to all full time Wesley College staff.

**Policy Statement**

Sick leave is paid leave granted to employees in an effort to provide some protection against the loss of earnings due to absences for health and allied reasons.

All full-time employees of Wesley College shall accrue sick leave upon satisfactory completion of a ninety (90) day evaluation period effective as of the date of hire.

Current records of sick leave accrual will be automatically maintained for all employees. Sick Leave will not be advanced in an amount more than the total accrued. Employees accrue sick leave at the rate of five (5) hours per pay period to a maximum of fifteen (15) days (120 hours) per year. Sick leave is subject to a maximum accrual of twenty-five (25) days (200 hours) at any given time. No payment for accrued and unused sick days will be made at the time of separation unless the termination is due to a medically documented disability.

With supervisor approval, Sick leave shall be granted when an employee is absent because of:

1. Illness, injury, or disability of the employee.
2. A pre-scheduled and approved, or emergency medical appointment, examination, or treatment for the employee with an accredited, licensed or certified medical provider that cannot be scheduled during non-work hours.
3. Illness or injury in the employee's immediate family and medical appointments, examinations or treatments for the immediate family member with an accredited, licensed or certified medical provider that cannot be scheduled during non-work hours.
   a) Immediate family as used in this policy shall mean a spouse, child, step-child, grandchild, mother, father, mother-in-law, father-in-law, or legal dependent of the employee irrespective of residence.
   b) Use of sick leave shall also be granted to care for any other relative who permanently resides in the employee's household for whom the employee has an obligation to provide care.
In order to receive compensation while absent due to illness, it is the employee’s responsibility to have the absence reported within one hour of the usual starting time of the first day of absence.

Upon returning to work from illness exceeding three (3) days a medical certification will be required. However, the College reserves the right to request a medical certification after any period of illness. Absences from work that exceed three days, may qualify for Family and Medical Leave (FML). In such cases, the employee will be provided with notice and documentation regarding FML coverage.

Sick days will be entered online into the Wesley Payroll system, ADP, and will be approved by the appropriate cabinet officer or supervisor.

*During the Coronavirus or any infectious Disease Pandemic, we only require employees to provide a release to return to work.*