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I. AMOUNT EARNED

A. Full-time employees in a leave-earning status working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn eight (8) sick leave hours per month (ninety-six (96) sick leave hours per year for twelve (12) month employees). Reduced hours, full-time employees will earn sick leave on a pro-rata basis.

B. Unused sick leave may be used for credit towards retirement under the policies and regulations of the North Carolina Teachers' and State Employees' Retirement System.

II. ADVANCEMENT

The College may advance sick leave not to exceed the amount of sick leave an employee can earn during the current fiscal year. Such sick leave advancement must be approved in advance by the President and will only be used in extraordinary situations.

III. VERIFICATION

The College may require a statement from a medical provider or other acceptable proof that the employee was unable to work for one of the accepted uses listed in Section IV.

IV. ACCEPTED USES

Sick leave may only be used for the following reasons:

A. Illness or injury of the employee or the employee's immediate family. For purposes of this Policy, "immediate family" means the employee's spouse, parent, child, sibling, grandparent, grandchild, or dependents or significant other living in the household, including all step, half, and in-law relationships;

B. Medical appointments for an employee or the employee's immediate family;

C. Quarantine due to a contagious disease in the employee's immediate family living in the same house;

D. The actual period of temporary disability due to childbearing and/or recovery therefrom or for the care of the mother or newborn during the mother's temporary disability.

V. MISCELLANEOUS

A. Leave Charges

All sick leave shall be taken in one-hour increments. Only scheduled work hours shall be charged in calculating the amount of sick leave taken. Saturdays and Sundays are charged only if they are scheduled workdays. Full-time faculty are required to use a full eight (8) hours of sick leave for a full day taken off.

Earned compensatory time must be used before using sick leave. Sick leave must first be exhausted before going on leave without pay for extended illness. While an employee is exhausting sick leave, they earn all benefits for which they are entitled.

B. Transfer of Leave

An employee who transferred from a North Carolina public K-12 school, North Carolina community college, a UNC System university, or a state agency ("public employers") to the College shall be credited with any sick leave which s/he had at the end of employment with the public employer provided that his/her employment was continuous or the employee has not been separated from a public employer for more than five (5) consecutive years. This provision shall not apply to local entities that are not participating in the Teachers' and State Employees' Retirement System (TSERS).

If an employee is separating from the College and transferring to another public employer, the College shall cooperate with the receiving public employer for the transfer of sick leave in accordance with the receiving public employer’s sick leave transfer policy.

C. Separation

When an employee separates from College employment, the College shall not pay the employee for any accrued, unused sick leave. If an employee is eligible to retire within five years, unused sick leave may be applied toward retirement credit. Unused and uncredited sick leave shall be documented in the employee's leave record.

If an employee separates from College employment and is overdrawn on sick leave, the College shall make deductions from the employee's final paycheck. All deductions shall be made in one hour increments. As consideration for providing sick leave, employees voluntarily agree to such deductions from their final paycheck.

Subject to the approval of the Human Resources department, which shall not be unreasonably withheld, if an employee gives notice of a resignation and becomes ill, the employee may exhaust sick leave up until the date of the resignation. The date separated shall remain the date of resignation.

Subject to the approval of the Human Resources department, which shall not be unreasonably withheld, if an employee is exhausting approved sick leave for medical reasons and resigns or dies before returning to work, the date separated shall be the date the employee resigns or dies.

D. Reinstatement of Sick Leave

Employees separated from College employment or employment with a public employer shall be credited with all accrued, unused sick leave at the time of their separation if reinstated within five years from the date of separation.

E. Recordkeeping

The College shall maintain annual records for sick leave earned and taken for each employee. The College shall notify employees of their total sick leave balance at the end of each month.

F. Procedures

The Human Resources and Payroll departments are empowered to collaboratively develop procedures necessary for the implementation of this policy.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	*Office of State Human Resources Manual,* "Sick Leave" (Pages 106-110)
Policy Manual Cross-References	Referenced by: ● Policy 3.2.4 - Leave

	• Procedure 3.2.4.1 - Leave Requests

POLICY HISTORY

January 1, 2025	Adopted.