

BRYN MAWR COLLEGE SICK LEAVE POLICY

A. Purpose

This Sick Leave Policy provides for pay continuation for specific time periods to eligible staff members who are ill, who are injured and unable to work, or who are caring for ill or injured family members or other individuals of personal significance to the employee. Sick leave also may be used if the employee is unable to work due to her or his own medical/dental appointments.

B. Effective Date

The effective date of the Sick Leave Policy, as amended, is January 1, 2016. It supersedes all previous sick leave related plans. The maximum accrual cap of 130 days has been eliminated effective June 1, 2000. Sick leave accrued at the old accrual rate and maximum will be carried forward.

C. Eligibility

These provisions apply to all faculty and staff members who are classified as regular full-time or regular part-time staff members of Bryn Mawr College. Miscellaneous temporary staff and student employees, full-time and part-time, are not eligible for sick leave under the Staff Sick Leave Policy.

D. Sick Leave Accrual & Payment

Staff members accrue sick leave on a completed monthly basis. Regular full-time staff members accrue sick leave at the rate of .75 days per month of credited service. Part-time Administrative/Professional staff members accrue sick leave on a pro-rated basis per month of credited service. Part-time Clerical Technical and Service Craft employees earn entitlements based on the actual hours worked (0.034615 hours per hour paid), not based on a credited month of service. If actual hours worked by part-time staff in a given week exceed the full-time level applicable to the position, the maximum hours will be capped so that it does not exceed what a full-time employee would receive.

New staff members begin to accrue sick leave starting on the first workday of the month coincident with or following the date of hire.

Unused sick leave carries forward from year to year. There is no maximum cap on sick leave accrual. For any illness or injury, the combined sick leave and short-term disability payment will be limited to a maximum of 130 days. (For sick leave absences exceeding 130 days, the staff member should consult the College's Long-term Disability Policy.

Short-term disability payments are limited to 130 days in any twelve-month period.) Accrued sick leave is at no time convertible to paid time and will not be paid upon termination of employment.

Sick leave may be used as a fraction of a workday, taken in increments of 15 minutes. Sick leave pay is 100% of regular pay; shift differential, overtime pay, bonuses, and other types of extra compensation are excluded.

E. Credited Month of Work

Staff members earn a credited month of service if he/she has paid time (regular wages, vacation, personal, sick) available for all regularly scheduled hours during the month. Short-term disability paid at less than 100% is considered paid time. Alternatively, staff members will earn a credited month of service if he/she has unpaid time, but works at least 10 complete days during the month.

F. Qualification

Sick leave may be used if the staff member is unable to work due to his or her own sickness, disability, or medical/dental appointments. At the supervisor's discretion, a staff member who uses sick leave may be required to obtain a medical certificate providing proof of the illness or injury. Under all circumstances, if the sick leave period extends to five consecutive working days, the staff member must provide medical certification regarding the illness or injury. If the sick leave period extends to ten consecutive working days, the staff member must provide additional documentation stating medical clearance to return to work.

Sick leave may also be used if the staff member is unable to work because he or she must care for a sick or injured family or household member or an individual of personal significance to the staff member. These individuals include, but are not limited to, immediate family members, domestic partners and other household members, a dependent

child of whom the staff member has joint custody, in-laws, or a person of personal significance to the employee. It also includes all eligible dependents for which leave has been granted to the employee under the Family and Medical Leave Act of 1993 (FMLA) as amended.

When sick leave is used to care for another person, it is limited to a maximum of 12 weeks in any 12-month period and is subject to the same medical certification requirements that apply to a staff member's own illness or injury. Staff members who have completed one year of service and who have worked at least 1,250 hours in the previous year and who are caring for another person in FMLA-eligible situations as defined below will be required to apply under the College's Family and Medical Leave Policy.

Such FMLA-eligible situations include a) the birth or adoption of the staff member's child, or placement in the staff member's home of a foster child; b) the serious illness of the staff member's spouse or domestic partner; c) the serious illness of a biological parent or an individual who functions or functioned as a parent to the staff member; d) the serious illness of a staff member's son or daughter, including biological, adopted or foster child, a stepchild, a legal ward or child of a person standing "in loco parentis". Such son or daughter is either under the age of 18 or 18 years or older and incapable of self-care because of a mental or physical disability.

G. Interaction with Short-term Disability Policy

Staff members may elect to use accrued sick leave in place of short-term disability. Payment for sick leave may not be used to cover any shortfall created by receipt of short-term disability payments of less than 100% of the employee's pay.

H. Administration of Sick Leave Policy

1. Employees are responsible for:
 - a. Notifying their immediate supervisor, or other designated individual concerning their absence
 - b. If required, obtaining any necessary professional advice and/or treatment to speed recovery
 - c. If required, providing satisfactory proof of medical condition and medical clearance to return to work

- d. Whenever possible, employees should schedule medical or dental appointments outside of regular work hours. If this is impractical, employees should check with their supervisor in advance to adjust their work schedule
- e. If treatment allows for advance scheduling, the employee must make reasonable efforts to provide as much notice as possible.

2. Supervisors are responsible for:

- a. Administering these provisions for employees under their supervision
- b. Insuring that departmental records are current and accurately reflect sick leave accrued and used
- c. Insuring that appropriate medical certification is received after five consecutive sick leave days and that return-to-work medical clearance documentation is received after ten consecutive sick leave days
- d. Submitting medical certification to Human Resources.

I. **Medical Certification**

In the event the medical certification is unsatisfactory to the supervisor and Human Resources, the College may require, at its own expense, that the staff member obtain the opinion of a second health care provider. The College will select this second health care provider. If the second opinion differs from the original certification, the College may require, at its own expense, that the staff member obtain the opinion of a third health care provider approved jointly by the College and the employee. The opinion of this third health care provider shall be binding.