

From time to time it may be necessary for an employee to be away from work due to sickness or serious disability. Depending on the circumstances, the College may offer some financial means to make this possible. Contact Human Resources with any questions that you may have or any requests for needed forms.

SICK LEAVE

Full-time employees accrue nine days per year earned on a monthly basis. **Part-time employees hired prior to September 1, 2005** receive a pro-rated accrual based on the percentage of the normal full-time schedule worked. **Part-time employees hired on September 1, 2005 or after** will follow the below chart to determine their percentage of a full time equivalent (FTE); employees working fewer than 800 hours annually will receive no sick time.

- 800 – 999 would receive 50% of FTE
- 1,000 – 1,200 would receive 60% of FTE
- 1,201 – 1,400 would receive 70% of FTE
- 1,401 – 1,600 would receive 80% of FTE
- 1,601 – 1,819 would receive 90% of FTE
- 1,820 and above are considered full-time

Accrual begins the first month of employment if the start date is on or before the 15th of the month; however, employees are not eligible to take sick pay until after successful completion of their adjustment period. Employees may accumulate up to a maximum of 30 days. Employees are not paid accrued sick leave upon termination.

For the purpose of accruing sick leave time, a “day” refers to an average day according to your normal schedule. Your “day” equals the total number of hours you regularly work per week divided by five days. One “day” shall not exceed eight hours.

Employees may be required to provide a physician’s statement verifying their illness or appointments. The medical certification should provide clearance for the employee to return to their normal work.

All full-time employees accrue nine days sick leave per year earned on a monthly basis as follows:

<u>Base Hours Worked Per Week</u>	<u>Sick Leave Hours Accrued Per Month</u>
35	5.25
40	6.00

It is the employee’s responsibility to call and inform your supervisor at the start of your day of your inability to be at work due to illness. The supervisor must be called each day that you are on sick leave.

An employee, after completion of one year of employment, may participate in the Personal Day Leave Program the following fiscal year. An employee who used no sick leave during a fiscal year is entitled to one day of personal leave in the following fiscal year as a personal day. This day will not be counted as a sick day or a vacation day. A Personal Day may not be carried forward to the next fiscal year. Employees are encouraged to use sick leave with discretion and to build an accumulation of sick leave for emergency use.

An employee is expected to return from sick leave as soon as he or she is able to perform their job. If you do not return to work when able, and if you have not requested and received approval for other leave, your employment will be considered terminated.

SHORT TERM DISABILITY

Full-time staff employees who are unable to work because of illness or injury not covered by workers' compensation may become eligible for coverage under the Randolph College Short-Term Disability Plan beginning January 1 or July 1 following the first year anniversary of employment. Employees receiving workers' compensation benefits are not entitled to STD benefits for the same condition.

You are eligible for payments beginning on the 31st workday of disability or the date on which all paid leave has been exhausted, whichever is later. Short Term Disability may continue up to a maximum of 132 workdays. STD benefits are equal to 70% of your regular base earnings, up to a maximum amount. STD benefits are contingent, not accrued, so these amounts are subject to change at any time. The College reserves the right to end the plan at any time.

Employees may be required to provide medical certification of their inability to work in order to receive STD benefits. The College may also require periodic recertification as benefits are paid.

Short-Term Disability payments are subject to federal and state taxes. Pay on this plan will be reported on your W-2 form.

If you become sick or injured due to the fault of third party, repayment to the College may be requested to reimburse the College for any benefits paid. If you bring a liability