



**Cochise College  
District Board Policy**

**Category: All Employee Groups  
Policy Number: 628  
Title: Sick Leave – Benefited Employees**

The college provides paid sick leave to eligible, benefited employees for periods of temporary absence due to illnesses, medical conditions, injuries, doctors’ appointments, domestic violence, sexual violence, abuse or stalking, and, to a limited degree, for the same purposes for the employee’s dependents or family members.

**Procedure 628.1  
Sick Leave Accrual**

Eligible, benefited, full-time employees shall accrue sick leave benefits at the rate of one day per month (or four (4) hours per pay period) of contract period. Eligible, benefited, less than full-time, 12 month employees shall have their sick leave benefits pro-rated based on the full-time equivalency of their position, i.e. three-quarter time or 30 hours per week equates to .75 full-time equivalency or six (6) hours per month of contract accrual.

	<b>Days/year</b>	<b>Hours/Year</b>	<b>Hours/ Pay Period (24 pays/year*)</b>
Administrative Staff (1.000 FTE = Full-time, 12M)	12	96	4
Administrative Support (1.000 FTE = Full-time, 12M)	12	96	4
Professional Staff (1.000 FTE = 40 hours/week, 12M)	12	96	4
Classified Staff (1.000 FTE = 40 hours/week, 12M)	12	96	4
Executive (1.000 FTE = Full-time, 12M)	12	96	4
Coaches (1.000 FTE = Full-time, 10M)	10	80	3.34
Faculty (1.000 FTE = Full-time, 9M)	9	72	3
Accrual rates adjusted based on full-time equivalency (FTE) of employee's position * Note: Employees on a 26 pays/year schedule accrue leave on the first and second pay of each month.			

The maximum accrual of sick leave is 876 hours. When an employee reaches the maximum accrual of 876 hours, no additional sick leave shall be accrued unless or until the employee expends all or any portion of his or her accrued sick leave.

Employees who had sick leave balances in excess of 876 hours on June 30, 2010, have had these excess hours banked for future usage.

**Procedure 628.2  
Family and Medical Leave**

Refer to Board Policy 632 for provisions of the Family and Medical Leave Act Policy.

### **Procedure 628.3 Eligibility and Limitations**

An employee in a governing board approved, benefits eligible position accrues sick leave from the date benefited employment begins. An employee who has not accrued sufficient sick leave to cover his/her own illness, injury or doctor's appointment, or those of included family members or dependents shall have the time charged to personal leave, annual leave or leave without pay as applicable.

### **Procedure 628.4 Use of Sick Leave**

1. Any employee who is unable to report to work for any of the permissible reasons for sick leave use shall notify his or her supervisor a minimum of one hour before the start of the normal work shift. In case of an emergency, the absence shall be reported as soon as possible. Notification should be made by direct contact with the employee's supervisor either by telephone or email or as instructed by the employee's supervisor, i.e. department administrative assistant or other designated person. In the event of sick leave use by faculty, the immediate supervisor shall make arrangements for class coverage to include class work and assignments.
2. A doctor's statement must be provided to the employee's supervisor and to human resources after four days of absence for the employee's own illness, injury or doctor's appointment or that of his/her family member or dependent. If an employee fails to submit a doctor's statement as requested or required, the time requested for sick leave shall be charged to annual leave or to leave without pay, as applicable. A supervisor may also request a doctor's statement at any time in the event of recurrent absences of less than four work days.
3. Absences due to domestic violence, sexual violence, abuse or stalking of the employee or his/her family member or dependents shall be considered a report of a potential Title IX violation as per Policy 5009 Title IX Compliance.

### **Procedure 628.5 Illness of Family Member**

Full-time employees may use sick leave for the illness or care of a family member. Family is defined as a spouse, child, sibling, parent, grandparent, grandchild, stepparent, stepchild, stepsibling or legal dependent related by adoption, blood, or marriage. In addition, any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. Leave taken for the illness or other care of a family member in excess of 4 consecutive days requires a doctor's statement. If an employee fails to submit a doctor's statement as requested or required, the time requested for sick leave shall be charged to annual leave or to leave without pay, as applicable.

### **Procedure 628.6 Reporting**

Employees are responsible for reporting leave taken through the online reporting system and supervisors are responsible for verifying leave taken is reported accurately. If an employee is



unable to submit leave taken in time for payroll processing, the supervisor shall send the leave taken amounts to payroll for proper accounting.

**Procedure 628.7  
Sick Leave Payout**

Employees separating employment may be eligible for payment of accrued, unused sick leave upon meeting the following requirements and according to the following schedules based on date of hire into a benefited position:

1. Not have been terminated for cause as stated in Policy 643;
2. Have provided a minimum of two weeks' notice of separation;
3. Have a minimum accrued, unused sick leave balance of 40 hours.

For employees hired on or after July 1, 2014, payout of accrued sick leave is as follows:

<b>Years of Continuous Service*</b>	<b>Percent of Payout</b>
Zero (0) to five (5) years	\$10 per day (8 hours) up to \$250
More than five (5) years to 10 years	\$10 per day (8 hours) up to \$500
More than 10 years to less than 15 years	\$10 per day (8 hours) up to \$750
15 years or more	\$10 per day (8 hours) up to \$1000

\*Years of continuous service in a benefits eligible position.

For employees hired before July 1, 2014, payout of unused, accrued sick leave is as follows:

<b>Years of Continuous Service*</b>	<b>Percent of Payout</b>
Employee must be at least 55 years of age or have met the necessary points for full retirement with the ASRS, and have completed a minimum of 10 years of benefited service. Payout is based on base salary/wage rate at the time of separation.	
Employees in a less than full-time position shall receive a prorated payout, i.e. a half-time employee with 15 years of service shall be paid out 75% of up to 33 days (198 hours).	
10 or more years to less than 12 years	50% of up to 30 days (120 hours)
12 or more years to less than 15 years	60% of up to 45 days (216 hours)
15 or more years	75% of up to 66 days (396 hours)