



**Cochise College  
District Board Policy**

**Category: All Employee Groups  
Policy Number: 633  
Title: Sick Leave - Non-benefited Employees**

As required under Arizona's Fair Wages and Healthy Families Act, the college provides paid sick leave benefits to eligible, non-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 633.2  
Non-benefited Employee Sick Leave Accrual**

Associate faculty, part-time, non-benefited staff, student employees, and full-time temporary, emergency hires accrue one hour of sick leave for every 30 hours worked. Associate faculty time worked is equated to the number of equated units of the assignment, i.e. an associate faculty member assigned to teach three equated units shall accrue sick leave based on six hours worked per week.

The maximum accrual limit of sick leave is 40 hours per fiscal year. When an employee reaches the maximum accrual of 40 hours, no additional sick leave shall be accrued.

**Procedure 633.3  
Eligibility and Limitations**

Associate faculty, part-time, non-benefited staff, student employees, and full-time temporary, emergency hires accrue sick leave from the date of employment. 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 be subject to leave without pay.

**Procedure 633.4  
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 shall be made by direct contact with the employee's supervisor by telephone, email, or as instructed by the employee's supervisor. In the event of sick leave use by associate 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 consecutive 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 subject to leave without pay. 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 reported 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 633.5 Illness of Family Member**

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 of a family member in excess of four 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 subject to leave without pay.

#### **Procedure 633.6 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 633.7 Sick Leave Payout**

Non-benefited employees separating employment are not eligible for payout of accrued, unused sick leave.

#### **Procedure 633.8 Sick Leave Reinstatement upon Rehire**

If the employee is rehired into a benefited or non-benefited position within nine (9) months of separation, previously accrued, unused sick leave shall be reinstated and available for immediate use.