

1. Purpose

To outline the policy of the Tooele Applied Technology College (TATC) regarding the accrual of, eligibility for, and authorized use of sick leave.

2. References

- 2.1. Regents' Policy R-821 – Sick Leave
- 2.2. TATC Policy on Disciplinary Sanctions
- 2.3. TATC Policy on Personal Conduct

3. Policy

3.1. The following apply to regular, salaried staff and faculty members:

- 3.1.1. **General.** The sick leave policy provides full pay to employees who have to remain away from work because of illness, injury, surgery, infant delivery, or other disabling condition. The Administration, however, reserves the right to require verification of illness or disability by a physician appointed by the Administration. Employees are expected to return to work as soon as they have recovered from their condition.
- 3.1.2. **Sick Leave Amount.** Full time, salaried employees on a 245 day per year work assignment earn a maximum of twelve days of sick leave per year at the rate of four hours per pay period. Salaried employees on a 230 day per year work assignment earn sick leave on a pro-rated basis.
- 3.1.3. **Accumulation.** Unused sick leave days will accumulate up to a maximum of 976 hours.
- 3.1.4. **Sick Leave Conversion to Vacation for Staff.** TATC staff employees who are eligible for sick leave benefits are eligible for an annual conversion of up to four days (32 hours) of accrued sick leave to vacation providing the following limitations are met:
 - 3.1.5. The employee has accumulated a minimum of 192 hours (24 days) of sick leave by December 31 of a calendar year (referred to as the “first” calendar year), and during the following year, the employee uses fewer than four days (32 hours) of sick leave;
 - 3.1.6. On January 1 of the year subsequent to the “following year” referred to in 3.4.1., the conversion will be calculated based on the number of sick days used during the “following year” of 3.4.1:
 - 3.1.6.1. If 0 days (0 hours) of sick leave was used, four days (32 hours) will be converted to vacation; the remaining 8 days (64 hours) of sick leave earned in this year will be retained in the employee’s sick leave balance
 - 3.1.6.2. If 1 day (8 hours) of sick leave was used, three days (24 hours) will be converted to vacation; the remaining 8 days (64 hours) of sick leave earned in this year will be retained in the employee’s sick leave balance
 - 3.1.6.3. If 2 days (24 hours) of sick leave was used, 2 days (16 hours) will be converted to vacation; the remaining 8 days (64 hours) of sick leave earned in this year will be retained in the employee’s sick leave balance.

- 3.1.6.4.** If 3 days (24 hours) of sick leave was used, 1 day (8 hours) will be converted to vacation; the remaining 8 days (64 hours) of sick leave earned in this year will be retained in the employee's sick leave balance.
- 3.1.6.5.** If 4 days (32 hours) or more of sick leave were used, the employee is not eligible for the sick leave conversion.

If only partial days are used for sick leave, the total number of hours up to 32 hours eligible for conversion will be converted.

4. Authorized Uses.

4.1. Sick leave may be used for the following purposes:

- 4.1.1.** In the event of the serious illness of an immediate member of the family. The phrase, "an immediate member of the family," includes husband, wife, son, daughter, father, mother, brother, sister, grandmother, grandfather, son-in law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather-in-law, and grandmother-in-law. (Exceptions that may be considered by the Administration are uncle, aunt, nephew, niece, first cousin, and those who have virtually held the position of an immediate member of the family.)
- 4.1.2.** For any absence beyond 1 day, in the case of serious illness of an immediate family member other than spouse, parent, or child, approval must be secured from the immediate supervisor. For any absence beyond one day in the case of serious illness of a spouse, parent, or child, the Family Leave Policy shall apply.

5. Monthly Statement.

5.1. The amount of total sick leave accumulated, and days used during the year, is included on employee pay checks. The statement may be verified by inspection of the records of the TATC Fiscal Services office.

6. Unauthorized Use.

6.1. Employees who use their sick leave for other than authorized purposes are subject to disciplinary action up to and including termination from employment.