

# Sick Leave Procedures

## I. Requesting Leave

Employees must request sick leave approval from their supervisor as soon as they determine they are unable to report to work.

Whenever possible, employees should give 30 days advance notice of plans to take sick leave for elective medical or surgical procedures or for childbirth. Sick leave is nontransferable to any other type of leave.

## II. Personal Leave for Faculty and Instructional Professionals

This leave should be used for matters generally not under the control of the employee and is not intended to be used for personal vacation. There is a limit to the amount of leave that can occur at any one time without jeopardizing the quality of instructional services. Therefore, these days must be approved in advance by the dean and vice president prior to being taken. Providing appropriate class coverage at no additional cost to the institution will be a determining factor in granting the request as will the quality of instruction and learning. The dean will coordinate this coverage with the faculty member requesting the leave. Requests for personal leave should be submitted via email 30 days prior to the requested leave. Any additional time taken not within this policy or covered by other leave will be considered leave without pay. Personal leave cannot exceed the two (2) days per semester unless recommended by the Vice President of Academic and Student Affairs and approved by the President.

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