Sick Leave

I. Amount Earned

1. A full-time employee working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn 7.5 sick leave hours per month (90 sick leave hours per year for 12-month employees).
2. Unused sick leave may be used for credit towards retirement under the policies and regulations of the North Carolina Teachers' and State Employees' Retirement System.

II. Advancement

The College may advance sick leave not to exceed the amount of sick leave an employee can earn during the current fiscal year. Such sick leave advancement must be approved in advance by the President and will only be used in extraordinary situations.

III. Verification

The College may require a statement from a medical provider or other acceptable proof that the employee was unable to work for one of the accepted uses listed in Section IV.

If sick leave is used in excess of three consecutive days, HR must be notified to determine if additional benefits apply.

IV. Accepted Uses

Sick leave may only be used for the following reasons:

1. Illness or injury of the employee or the employee's immediate family. For purposes of this Policy, "immediate family" means the employee's spouse, parent, child, sibling, grandparent, or grandchild. This also includes all step, half, foster, and in-law relationships;
2. Bereavement Leave (see Policy 03.02.16 - Bereavement Leave);
3. Healthcare appointments for an employee or the employee's immediate family;
4. Quarantine due to a contagious disease in the employee's immediate family living in the same house;
5. The actual period of temporary disability due to childbearing and/or recovery therefrom or for the care of the mother or newborn during the mother's temporary disability; or
6. Personal leave for faculty and instructional professionals. Faculty and instructional professionals are allowed to use up to two days of earned sick leave for each fall and spring semester (4 days annually) for personal reasons not covered under other leave policies.

V. Other Guidelines

1. Leave Charges

All sick leave shall be taken in quarter-hour increments. Only scheduled work hours shall be charged in calculating the amount of sick leave taken. Saturdays and Sundays are charged only if they are scheduled workdays.
Earned compensatory time must be used before using sick leave.

2. Transfer of Leave
   An employee who transferred from a North Carolina public K-12 school, North Carolina community college, a UNC System university, or a state agency (“public employers”) to the College shall be credited with any sick leave which the employee had at the end of employment with the public employer provided that the employment was continuous.
3. Separation
   When an employee separates from College employment, the College shall not pay the employee for any accrued, unused sick leave. Sick leave must first be exhausted before going on leave without pay. While an employee is exhausting sick leave, the employee earns all benefits for which the employee is entitled.
   If an employee separates from College employment and is overdrawn on sick leave, the College shall make deductions from the employee’s final pay check. All deductions shall be made in quarter-hour increments. As consideration for providing sick leave, employees voluntarily agree to such deductions from their final pay check.
4. Reinstatement of Sick Leave
   Employees separated from College employment for reasons unrelated to disciplinary reasons shall be credited with all accrued, unused sick leave at the time of their separation if reinstated within three years from the date of separation.
5. Recordkeeping
   The College shall maintain annual records for sick leave earned and taken for each employee. The College shall notify employees of their total sick leave balance at the end of each month. The College shall retain all sick leave records of all separated employees for a period of at least five (5) years from the date of separation.

Policy Number: 03.02.05

Adopted: December 12, 2023

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