

Sick Leave Policy

Accrual of Sick Leave

All Hampshire College full-time staff earn one day per month of paid sick leave, totaling twelve work days per year. Part-time staff members earn sick leave on a pro-rated basis. Casual workers and summer student workers are covered under the [Earned Sick Time](#) policy.

Unused sick leave may be accrued from year to year to a maximum of 130 days. Staff members may earn sick leave from their first day on the job and may use any sick leave they earn as needed, but may not borrow against sick leave not yet accrued. Sick leave is not paid out on termination of employment.

Use of Sick Leave

Sick leave is provided to allow those covered under this policy to:

1. care for the staff's own physical or mental illness, injury, or other medical condition that requires home, preventative, or professional care;
2. care for a child, parent, spouse/domestic partner, or parent of a spouse/domestic partner who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventive or professional care;
3. attend routine medical and dental appointments for themselves or for their child, parent, spouse/domestic partner, or parent of a spouse/domestic partner;
4. address the psychological, physical, or legal effects of domestic violence; or
5. travel to and from an appointment, a pharmacy, or other location related to the purpose for which the leave was taken.

Use of sick leave for other purposes is not allowed and may result in the staff member being disciplined.

Staff may not use sick leave if they are not scheduled to be at work during the period of use. A staff member may not accept a specific shift assignment with the intention of calling out sick for all or part of that day.

Sick leave may be used for full or partial day absences. The smallest amount of sick leave that a staff member can take is one hour. Beyond one hour, sick leave time taken needs to be reported as taken.

Sick leave cannot be used as an excuse to be late for work without an authorized purpose.

Absence Notification Procedures

If a staff person needs to be absent, to be late or to leave work early, they must give advance notice to his or her supervisor, except in an emergency.

Notice should be provided by whatever means the department designates for this communication (Examples include supervisor email or voicemail or a direct call to the supervisor). Supervisors need to provide this designation to their staff when they are hired and at reasonable intervals during the staff member's employment.

If the absence is foreseeable (for example, if they will be absent to attend a previously scheduled appointment), staff must provide up to seven days' advance notice, unless they learn of the need to use sick leave within a shorter period of time. If the absence is not foreseeable due to an accident or sudden illness, notice must be provided as soon as practicable.

If a staff member is going to be absent on multiple days, they or their surrogate (e.g., spouse/domestic partner, adult family member or other responsible adult) needs to provide notice of the expected duration of the leave or, if unknown, provide notice of continuing absence on a daily basis, unless the circumstances make such notice unreasonable.

Documentation and Use of Sick Leave

A staff member may be asked to document their use of sick leave if their situation meets one of four possible situations.

- exceeds 24 consecutive scheduled work hours;
- exceeds three consecutive days on which the staff member is scheduled to work;
- occurs within two weeks prior to an their final scheduled day of work (except in the case of casual staff); or
- occurs after four unforeseeable and undocumented absences within a three month period.

Required documentation must be submitted within seven days of the absence. Additional time will be allowed for good cause shown.

If the staff member fails to timely comply this policy's documentation requirements, the College may deny an equal number of hours of sick leave until the required documentation is received.

Where documentation is required, and the staff member does not have health care coverage through a private insurer, the Massachusetts Healthcare Connector and related insurers, they may provide a signed, written statement evidencing the need for the use of the sick leave time, without being required to explain the nature of the illness, in lieu of documentation by a health care provider. The [Verification Regarding Authorized Use of Earned Sick Time or Sick Leave](#) form may be found on the Human Resources website or in the Human Resources office.

Attendance Expectations

Staff are expected to have regular, reliable attendance and timeliness.

If a staff member commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick leave, they may be subject to disciplinary action.

If a staff member is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday or similar circumstances (such as avoiding an undesirable work

assignment) they may face discipline for misuse of sick leave, unless they provide verification of authorized use.

Payout and Break in Service

Sick leave time is not paid out on termination of employment.

If a staff member is rehired following a break in service of up to 4 months, they will maintain the right to use any unused earned sick leave accrued before the break in service, up to 40 hours. If a staff member is rehired between 4 and 12 months, they will maintain the right to use any unused earned sick leave accrued before the break in service up to 40 hours if there were at least 10 hours in their bank. If they are rehired after 12 months they will begin to earn sick leave immediately but will not retain any of their bank earned prior to separation.

Interaction with Other Leaves

If any time off covered under this policy is also covered under the College's FMLA, Parental Leave, Domestic Violence Leave, SNLA leave, or other leave of absence policies, sick leave time shall run concurrently with such leave or policy. Staff are required to use accrued sick leave time to receive pay for absences under other leave policies if those absences would otherwise be unpaid.

Revised November 14, 2015