

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Administrative/Professional Staff 450.0000.14

Sick Leave (Full-Time Employees Only)
Policy Number: 450.1100.14

POLICY

Provision is made for twelve (12) days sick leave per year, accumulative to ninety (90) days, earned at rate of one (1) day per month for each month worked. Sick leave is granted for personal illness, accident, or disability (includes pregnancy related medical conditions); or for serious illness or accident in the immediate family. Immediate family is defined as spouse, parent, parent of spouse, child, brother, sister, brother-in-law, or sister-in-law. Leave must be approved by the President.

If an employee is required after ninety (90) calendar days to implement the long-term disability plan, the College will grant sick leave up to the date that the long-term disability plan goes into effect. The Board reserves the right to request a physician's certificate stating that the employee is incapacitated from performing his/her duties for any sick leave taken-

An employee that is utilizing sick leave is expected to return to active duty when his/her health permits. Further, if there is reasonable cause to believe that the employee's health and/or the health/safety of other individuals would be endangered by resuming or continuing assigned duties the employee may be required to obtain a physician's verification that he/she is physically able to perform assigned duties.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2014

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: