

4.03 Sick Leave

Sick leave is earned at the rate of one (1) working day per month of service with a maximum accumulation of sixty (60) days. Part-time employees who work 20 hours a week or less accumulate sick leave at the rate of one-half (1/2) working day per month of service with a maximum accumulation of sixty (60) days.

Sick leave can be used for recovery for a personal illness, recuperation following birth (see Family and Medical Leave Policy), and/or caring for an ill immediate family member. Immediate family member is defined as an employee's child, spouse, or parent (see Family and Medical Leave Policy for more information). McPherson College realizes that unforeseen circumstances may arise and prevent an employee's ability to report to work. Thus two (2) sick days per year can be used for personal time. Unavoidable circumstances could include weather conditions, automobile malfunction, etc.

Employees who are ill or due to an unforeseen situation are unable to report in accordance with their work schedule must notify their supervisor before, or as soon as possible after their scheduled start time.

Sick leave may not be used for grandparent assistance at the time of a birth of a child. In this situation vacation time must be utilized.

Sick leave does not accumulate to more than sixty (60) days, nor do employees under any circumstances receive pay in lieu of unused accrued sick leave. To receive holiday pay the day immediately before or after a holiday may not be taken as sick leave without special permission from the employee's direct supervisor.