

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 504</p> <p>Page: 1 of 1</p> <p>Subject: Paid Time Off – Sick Leave</p> <p>Revised: October 24, 2002</p>
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Sick Leave

Staff with Regular Full-time and Temporary Full-time appointments who work at least 9 months per year (1,462.5 hours) are granted twelve (12) days of paid sick leave each year based on their service date. Staff with Temporary Full-time appointments of less than 9 months are granted paid sick leave on a prorated basis. Sick leave may be used for absences due to the employee's own illness or injury, or the illness of an immediate family member. For purposes of sick leave, immediate family is defined as spouse, domestic partner, children, or parents. Temporary disability of six (6) weeks or less due to normal childbirth is covered separately under the Parental Leave policy described elsewhere in this handbook.

When utilizing sick leave, employees are responsible, on a daily basis, for notifying their supervisors of their absence at least ½ hour prior to their scheduled start time and must complete the appropriate Sick Leave Request Form upon return to work. Employees who are absent for more than three (3) consecutive days may be required to furnish a doctor's excuse before being permitted to return to work. The College, at its discretion, may require a medical certification from a physician for any non-occupational illness or injury for which an employee is absent from work. The College may require sick leave to be used concurrent with Family and Medical Leave Act (FMLA) leave described elsewhere in this handbook.

Sick leave is taken in hourly increments by non-exempt employees and in full day increments by exempt employees.

Sick leave may not be carried over to the next year, nor will remaining sick leave be paid upon termination of employment.

Patterns of absenteeism that indicate abuse of this policy can be reason for requiring a second medical opinion at the College's expense, requiring a medical certification for each absence, and/or for taking disciplinary action.

Employees who suffer from a non-occupational disability that prevents them from working may be placed on Short Term Disability Leave explained elsewhere in this handbook.