



## **405 POLICY - Sick Leave**

### **405.1 Statement of Policy**

All full-time employees of Redlands Community College earn paid sick leave benefits while employed with the College.

### **405.2 Accrual**

Sick leave benefits begin accruing on the date that full-time employment with the College commences. The rate of accrual is established by College administration and is published in the Procedures section of the Policies and Procedures Manual.

### **405.3 Accumulation**

Accrued sick leave benefits may be accumulated to a maximum amount that is established by College administration and is published in the Procedures section of the Policies and Procedures Manual.

### **405.4 Nontransferable**

Accrued sick leave benefits are not transferable.

### **405.5 Other Leave**

Personal leave and bereavement leave may be granted to full-time employees and deducted from accumulated sick leave as established by College administration and published in the Procedures section of the Policies and Procedures Manual.



#### **405.6 Family and Medical Leave**

Unpaid leave for certain family and medical reasons are available to eligible employees of the College, as provided in the Family and Medical Leave Policy of the Policies and Procedures Manual.

Adopted 1991  
Revised February 2001



## **405 PROCEDURE - Sick Leave**

### **405.1:1 Procedure for Using Sick Leave**

When it is necessary for an employee to utilize sick leave for regularly scheduled health appointments, the employee must log into Colleague Self-Service to request the leave. Sick leave for this purpose is not granted until the supervisor approves the leave by also logging into Colleague Self-Service and approving the leave. If at any time this leave was not taken, the supervisor must log into Colleague Self-Service and reject this leave in order for the time to be added back to the leave balance.

When it is necessary for an employee to utilize sick leave for illnesses or emergencies, the employee's immediate supervisor should be notified as soon as possible via the method agreed upon by the supervisor and employee. Upon return to work, the employee must log into Colleague Self-Service and request the leave.

### **405.2:1 Accrual Rate**

All full-time employees of the College accrue paid sick leave at the rate of 6.67 hours for each month of employment, beginning with the first month of employment.

### **405.5:1 Other Leave**

A full-time employee may be granted, upon request by email, up to three (3) working days of funeral leave with pay upon the death of a related person in the immediate family. Please see Procedure 433.2:2(C) for definitions of an immediate family member. In some cases, the three days of funeral leave may not be sufficient and if additional time is needed, the employee may use their accrued/unused leave.

A full-time employee may request personal or bereavement leave, which, if granted, will be deducted from the employee's accumulated sick leave. A maximum of ten (10) consecutive days of personal leave may be taken at any one time. Special circumstances may be granted for individuals who request a longer period of personal leave if approved by the President.

When it is necessary for an employee to utilize bereavement leave or emergency personal leave, the employee's immediate supervisor should be notified as soon as possible via the method agreed upon by the supervisor and employee. Upon return to work, the employee must log into Colleague Self-Service and request the leave.



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