

Pitzer College
Sick Leave
Regular Full and Part-Time Staff
Effective July 1, 2015

Eligibility

All eligible staff members (regular staff working 20 hours or more per week) working 30 or more days per year will be granted paid sick leave to use for the following purposes:

1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, a staff member or staff member's family member.
 - a. "Family member" means any of the following:
 - i. A child, meaning a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
 - ii. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the staff member's spouse or registered domestic partner, or a person who stood in loco parentis when the staff member was a minor child.
 - iii. A spouse.
 - iv. A registered domestic partner.
 - v. A grandparent.
 - vi. A grandchild.
 - vii. A sibling.
2. If the staff member is a victim of domestic assault, sexual violence, and/or stalking.

Earning Rates

Eligible staff members will be granted 8.0 hours (pro-rated for part-time staff accordingly) every month. Exempt staff accrues the eight hours on the first of the month. Non-exempt staff accrues the eight hours on the first pay period of the month.

"Paid sick days" means time that is compensated at the same rate as the employee normally earns during regular work hours.

Maximum Balances

Eligible staff members may not accrue more than 120 days (960 hours) of sick leave at any time. Accrued unused sick time will not be paid at the time of termination.

Usage

Eligible staff members may use sick leave beginning on the 90th days of employment or immediately if the 90 days have been previously met.

If the need for paid sick leave is foreseeable, the staff member shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the staff member shall provide notice of the need for the leave as soon as practicable to the staff member's direct supervisor.

Eligible staff members may use sick time as needed with no minimum increment.

If you have any questions about your own time accounting, call the Human Resources Office at ext. 18254.

Effective Date: July 1, 2015