

Pitzer College
Sick Leave
Student Employees (All TCC students)
Effective July 1, 2015

Eligibility

All eligible student employees working, 30 or more days within a year are entitled to paid sick days.

Unpaid volunteers are not eligible for this benefit.

Paid sick days may be taken for the following purposes:

1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, a student or student's family member.
2. If the student is a victim of domestic assault, sexual violence, and/or stalking.

Earning Rates

Eligible students shall accrue paid sick days at the rate of one (1) hour per every thirty (30) hours worked, beginning at the commencement of employment or July 1, 2015, whichever is later.

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

Maximum Balances

The accrual of paid sick days cannot exceed six (6) days or forty-eight (48) hours. Accrued unused sick time will not be paid at the time of termination.

Usage

Students shall be entitled to use accrued paid sick time beginning on the 90th day of employment, after which the student may use paid sick time as it accrues.

A student's use of paid sick days is limited to three (3) days or twenty-four (24) hours in each year of employment, based on the effective date of this law (July 1, 2015), the original hire date if the student was employed after July 1, 2015, or the rehire date (if the rehire was more 12 months from the separation from the College)

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

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

Effective Date: July 1, 2015