Title

Sick Time

HR Policy No: 30.004
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Purpose

To outline the schedule of sick time benefits and eligibility requirements for all full-time, full-year, full-time, academic year (9 or 10 month) administrative and support staff, as well as those working a part-time schedule or working a temporary/seasonal assignment. This policy is intended to encompass the Rhode Island Healthy and Safe Families Workplace Act, also known as Safe and Sick Leave.

Applicability

Full-Time Administrative and Support Staff Employees, Part-Time Employees, and Temporary or Seasonal Employees

Policy

Eligibility Requirements

1. Employees must be employed on a full-time, full-year, full-time, academic-year, part-time, or temporary/seasonal basis.

2. Full-time employment is defined as working a minimum of 35 hours per week.

3. Part-time, temporary, and seasonal employment is defined as working less than 35 hours per week and/or working a temporary assignment while receiving compensation from the College.

A. Sick Time Accrual: Full-time Administrative and Support Staff

1. The sick accrual rate is determined based on the sick time allocation defined herein. The monthly accrual rate is calculated by dividing the maximum annual allowance by twelve (12). For academic year employees, the monthly accrual rate is then multiplied by the number of months worked.

Full-Time/Full-Year

Administrative Staff

	Maximum Sick Days Accrued Each Fiscal Year
Hired on/after 7/1/09	15 days*
Hired prior to 7/1/09	30 days

Support Staff

Years of Service as of July 1	Maximum Sick Days Accrued Each Fiscal Year
Less than 3 Years	12 Days*
3 Years to Less than 5 Years	13 Days
5 Years to Less than 7 Years	14 Days
7 Years or More	15 Days

Full-Time/Academic-Year

Administrative Staff

	Maximum Sick Days Accrued Each Fiscal Year/9-month	Maximum Sick Days Accrued Each Fiscal Year/10-month
Hired on/after 7/1/09	11 Days*	13 Days*
Hired prior to 7/1/09	23 Days	25 Days

Support Staff

Years of Service as of July 1	Maximum Sick Days Accrued Each Fiscal Year/9-month	Maximum Sick Days Accrued Each Fiscal Year/10-month
Less than 3 Years	9 Days*	10 Days*
3 Years to Less than 5 Years	10 Days	11 Days
5 Years to Less than 7 Years	11 Days	12 Days
7 Years or More	12 Days	13 Days

*Sick time will be pro-rated during the first fiscal year of employment

Full-time/full-year and full-time/academic-year administrative and support staff total sick day accumulation allowed is 130 workdays. Employees are encouraged to accumulate paid sick time to be used in the event of long-term illness.

B. Sick Time Accrual: Part-Time, Temporary, and Seasonal Administrative and Support Staff

1. The sick accrual rate is determined based on the sick time allocation defined herein.

2. Accrued sick time for new employees may not be taken until after the appropriate waiting period (90 days for regular part-time staff members and 180 days for temporary and seasonal staff members).

Part-Time, Temporary, and Seasonal Administrative and Support Staff

Hours Worked per Month	Maximum Sick Hours per Month
Less than 35 Hours	1 Hour
35 to Less than 90 Hours	2.57 Hours
90 or More Hours	3.34 Hours

Part-time, temporary, and seasonal administrative and support staff maximum sick hours accumulation is as follows:

Fiscal Year	Maximum Sick Hours Per Fiscal Year
2018/19	24 Hours
2019/20	32 Hours
2020/21 Thereafter	40 Hours

C. Sick Time Guidelines

General

1. Sick time begins accruing on the first day of the month following the month of hire. For example: if an employee is hired on October 10, sick time begins to accrue on November 1.

2. The total amount of paid sick time for which an employee is eligible accrues over the entire fiscal year in which it is earned. Academic year employees accrue sick time for the actual months they are required to work.

3. Accrued and unused sick time will carry over into the new fiscal year to the maximum amounts listed in the above schedules.

4. Sick time will accrue only during active employment periods or up to 12 weeks during a leave of absence for jury duty, military and/or reserve duty, or an approved FMLA leave.

5. Paid sick time is not an accrued benefit payable upon separation of employment.

Sick Time Usage

1. Employees may use accrued sick time for their own illness, injury, and/or medical appointments, as well as to care for an immediate family member as defined by the Family Medical Leave Act (FMLA) and/or the Rhode Island Parental and Family Medical Leave Act (RIPFMLA).

2. Sick days may be taken as whole days or in one-hour increments for full-time support staff and part-time, temporary, or seasonal staff members. Full-time administrative staff may take no less than one-half day.

3. Employees who are absent due to illness or injury (for themselves or a family member) for three or more consecutive workdays are required to submit a physician's note of explanation. Patterns of absence that indicate abuse of the policy may require submission of a medical certification for each absence and may lead to disciplinary action.

4. If an employee's absence from work due to illness or injury (for themselves or a family member) exceeds five consecutive days, the employee is required to apply for a leave of absence under the Family and Medical Leave Act (policy # 40.001 https://human-resources.providence.edu/policies). A doctor's note may be required at any time during an approved absence. To return to work, the employee must obtain a doctor's statement certifying the ability to resume work responsibilities if the absence is for their own care.

5. Extended absence due to an employee's illness, and/or inability to meet the requirements of the job, can be reason to initiate total disability insurance benefits, if eligible, and prompt replacement by the supervisor and/or the College as deemed necessary.

6. Supervisors are responsible for the administration of the sick time policy.

Sick Time Record Keeping

1. Employees are responsible for submitting sick time taken each pay period through the Leave Reporting system in Cyberfriar. Time must be entered, and approved, no later than established payroll calendars.

2. Employees and supervisors are responsible for tracking sick time. Available sick time can be checked through Cyberfriar.

3. Questions regarding time entry should be referred to the payroll department. Questions regarding accruals should be referred to the office of human resources.

Responsibility

The senior associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.