

### I. Overview

The State of Arkansas and the University of Arkansas Community College at Batesville (UACCB) in conformance with the University of Arkansas Board of Trustees Policy Statements 420.1, 420.2 and 420.3 have established uniform procedures under which annual and sick leave may be granted and taken. The purpose of this policy is to inform all departments within UACCB of these procedures so that uniformity can be established throughout the campus.

This policy applies to UACCB faculty and staff who are in a regular full-time benefits eligible position. Provisional employees who are benefits eligible are also qualified for sick leave. Employees employed in a full-time position at less than full-time are awarded sick leave on a pro-rata basis. Sick leave with pay shall not be granted to hourly, intermittent, or per diem employees.

A work week is defined as the hours an employee is normally scheduled to work within a set period of time.

### II. Practice

1. Paid sick leave shall not be granted as vacation leave, and can only be used when the employee is unable to work because of sickness or injury, or for medical, dental or optical treatment. Sick leave may not be borrowed from future credits or advanced beyond actual accrual, regardless of length of service.
2. All eligible, full-time employees shall accrue sick leave at the rate of eight hours for each complete month of service, up to a maximum of 960 hours or 120 days. Eligible employees working less than full time but 20 hours per week or more in a full time position shall accrue sick leave in the same proportion to time worked. Accrued sick leave may exceed 960 hours during the calendar year, but those hours in excess of 960 will be forfeited if not used by December 31st of each year. Sick leave may not be accumulated during a leave without pay status when such leave totals ten or more days within a calendar month. Accrued amounts of sick leave may be viewed on my.UACCB.
3. Sick leave accrued during a calendar month is not considered to be earned by an active employee until the last working day of the month. The leave must be earned before it can be used. Employees will not borrow from anticipated future accruals.
4. Sick leave may be granted to an employee due to the death or serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparent, grandchild, in-laws or any other person acting as a parent or guardian of an employee.
5. Sick Leave  
Page 2 of 2 Sick leave shall be granted on a basis of workdays rather than calendar days. Used sick leave shall be deducted from the employee's accrued sick leave in increments of not less than 15 minutes (.25 hours). Days off such as weekends and holidays falling within a period of sick leave will not be charged as sick leave. Faculty may convert two days of sick leave annually for the purpose of addressing personal business.

6. Requests for sick leave shall be submitted in advance, unless the circumstances make this impracticable. In that event, a request for sick leave must be submitted within two days after the employee returns to work. (Per UA Board of Trustee's policy 420.3)
7. Employees absent due to illness or disability, except for reasons of maternity leave, shall be charged for leave according to the following order:
  - a. Earned Sick Leave
  - b. Earned Annual Leave
  - c. Leave Without Pay

Any time off, paid or unpaid, may concurrently qualify as Family Medical Leave (FMLA) or be declared FMLA by UACCB.

8. Employees continue to earn sick leave at the normal accrual rate when they are on paid sick leave or vacation.
9. Employees missing five (5) consecutive days of work must furnish to their supervisor a certificate from an attending physician. The certificate must state the date the employee is to return to work (full or part time), any work restrictions that employee has, and date that all restrictions are all removed. Employees absent for reasons of sickness who have exhausted all sick leave may be denied use of earned annual leave, at the discretion of the supervisor, if abuse of sick leave is suspected. A physician's certificate may also be required in instances where abuse of sick leave is suspected.
10. Employees absent from work due to a temporary occupational injury or illness and who are entitled to Workers' Compensation Benefits may utilize their accrued sick leave, upon proper application, as a supplement to Workers' Compensation and receive weekly benefits from both sources. These combined benefits may be equal to, but not in excess of, the employee's normal weekly pay at the time of injury or onset of illness. This option will reduce accrued sick leave on a basis proportional to the sick leave pay being claimed.
11. Maternity leave will be treated as any other leave for sickness or disability. An employee who is unable to work because of pregnancy may use accumulated sick leave and annual leave or may save such time off and be placed on leave without pay.
12. Employees transferring to another state agency or institution may transfer accrued sick leave. Employees laid off due to budgetary reasons or curtailment of UACCB activities may have all accrued sick leave restored to their credit if they return to College employment within six months.
13. This policy is retroactively effective July 1, 2020.

Adopted: May 3, 2017  
Revised: June 19, 2019  
September 2, 2020