



Sick Leave Campus Procedure 420.0 General Policy

I. Purpose and Scope

The University of Arkansas Community College at Batesville (UACCB), in conformance with the University of Arkansas Board of Trustees, has established uniform procedures under which sick leave may be granted and used. The purpose of this policy is to inform all UACCB employees of these procedures.

This policy applies to UACCB faculty and staff who are in either a regular or provisional full-time benefits eligible position. Employees in a full-time appointed position at less than full-time are awarded sick leave on a pro-rata basis (less than full-time is a rare occurrence). Sick leave with pay shall not be granted to hourly, intermittent, or per diem employees.

II. Definitions

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.

III. Procedure

1. All benefits-eligible, full-time employees shall accrue sick leave at the rate of eight (8) 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 appointed 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 more than 960 will be forfeited if not used by December 31st of each year.
2. Paid sick leave shall not be granted as annual 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.
3. Sick leave may be granted to an employee due to the death or serious illness of a member of the employee's immediate family. Up to five days may be granted for bereavement leave from accrued sick leave for deaths in the immediate family.
4. Sick leave may not be borrowed from future credits or advanced beyond actual accrual, regardless of length of service.
5. Employees continue to earn sick leave at the normal accrual rate when they are on paid sick leave or vacation.
6. 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 the employee's profile in Workday.
7. 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.
8. Sick leave shall be granted based on 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. Requests for



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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.

9. 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.

10. Employees missing five (5) consecutive days of work must furnish 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 the date that all restrictions are 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.
11. Employees missing five (5) consecutive days of work may be required to furnish a certification for purposes of the Family and Medical Leave Act (FMLA) for a serious health condition that continues for three or more consecutive days.

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 more than, 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.

12. 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.
13. Employees transferring to another state agency or institution may transfer accrued sick leave.
14. 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 UACCB employment within six months.
15. Employees terminating employment or retiring are not entitled to payment of accrued and unused sick leave.



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IV. Related Information

UACCB 340.1
UABOT 420.1
UABOT 420.2
UABOT 420.3

V. Revision History

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