

**SICK LEAVE**

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It is the Administrative procedure of Southwestern Oregon Community College District to allow accrual of sick leave. Sick leave may be taken due to the employee's illness/injury or due to an illness/injury of the employee's immediate family.

1. Immediate family shall be defined as spouse, domestic partner, the employee and spouse's parent, brother, sister, grandparent, child, step-child, step-parent, son-in-law, daughter-in-law, grandchild, or parent-in-law.
2. MASSC Employees shall accrue sick leave at the rate of 8 hours per month of compensated employment; however, sick leave accrual shall be prorated by the percentage of full-time employment for those employed less than full-time. No more than 8 hours of sick leave may be accrued in any month. MASSC employees shall begin accruing sick leave at the time of employment. MASSC employees may only use accrued sick leave benefits.
3. Temporary employees and part-time faculty shall not accrue sick leave.
4. Classified and Faculty bargaining unit employees shall earn sick leave in accordance with respective bargaining agreements.
5. Sick leave earned but not taken shall accumulate to an unlimited number of days beginning with the initial hiring date of the employee.
6. The College reserves the right to require reasonable proof of injury or illness and/or a physician's release before returning to work.

Adopted by the Board of Education:

Procedure # 6.008 June 15, 1981

Revised October 24, 1988

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