

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4243
Page 1 of 2

SICK LEAVE - CLASSIFIED

1. For Employees Paid by the Month

Sick Leave shall accrue at the rate of one (1) day per full month worked.

Employees starting July 1 will be credited with a full-year's sick leave. The sick leave so credited may be used by the employee at any time before it is actually earned, but in the event of termination of employment an adjustment will be made in the final pay warrant if the employee has used more sick leave than he has earned.

At the beginning of the fiscal year, following an employee's original employment, the employee shall be credited with the sick leave for the fiscal year.

There shall be unlimited accrual of unused sick leave.

Absence from service of more than three (3) days requires a physician's certificate.

Overtime work does not earn sick leave.

2. For Hourly Paid Employees

Temporarily employed workers and student help, including student body ventures, do not earn sick leave. Sick leave will be credited at the end of the year or at the time it is needed to be used, and shall be based upon one hour sick leave earned for each 22 hours worked, not to exceed 176 hours in any calendar month. Unused leave is accrued indefinitely.

3. Sick Leave and Vacation During Holidays

When a person is ill and on sick leave, or when on paid vacation, he shall not be penalized in the event a Board holiday occurs during such time.

4. Sick Leave and Vacation Privilege During Leave of Absence.

When a leave of absence is granted, sick leave and vacation privileges will not continue to accrue. The employee, however, will not lose such vacation or sick leave privilege as had accrued up to the time of taking his leave of absence.

5. Application for Sick Leave

Each employee of Citrus Community College District, when absent from work due to illness, must make application for sick leave benefits on form #4243-a, available from the employee's supervisor, or the Personnel Office.

Applications for sick leave benefits and physician's certificates must be completed and approved by the immediate supervisor and forwarded to the Accounting Department by the last day of each month.

Adopted 6/20/61
Revised..... 7/15/65
 7/1/65
 11/20/67
 4/21/69
 6/15/70
 12/14/76