

**BRYN MAWR COLLEGE  
SICK LEAVE POLICY**

**A. Purpose**

This Sick Leave Policy provides for pay continuation for specific time periods to eligible staff members who are ill, who are injured and unable to work, or who are caring for ill or injured family members or other individuals of personal significance to the employee. Sick leave also may be used if the employee is unable to work due to her or his own medical/dental appointments.

**B. Effective Date**

The effective date of the Sick Leave Policy, as amended, is January 1, 2016. It supersedes all previous sick leave related plans. leave accrued at the old accrual rate and maximum will be

**C. Eligibility**

These provisions apply to all faculty and staff members who are employed as regular full-time or regular part-time staff members of Bryn Mawr College. Miscellaneous temporary staff and student employees, full-time and part-time, are not eligible for sick leave under the Staff Sick Leave Policy.

**D.**

New staff members begin to accrue sick leave starting on the first workday of the month coincident with or following the date of hire.

Unused sick leave carries forward from year to year. There is no maximum cap on sick leave accrual. For any illness or injury, the combined sick leave and short-term disability payment will be limited to a maximum of 130 days. (For sick leave absences exceeding 130 days, the staff member should consult the College's Long-term Disability Policy.

Short-term disability payments are limited to 130 days in any twelve-month period.) Accrued sick leave is at no time convertible to paid time and will not be paid upon termination of employment.

Sick leave may be used as a fraction of a workday, taken in increments of 15 minutes. Sick leave pay is 100% of regular pay; shift differential, overtime pay, bonuses, and other types of extra compensation are excluded.

#### **E. Credited Month of Work**

Staff members earn a credited month of service if he/she has paid time (regular wages, vacation, personal, sick) available for all regularly scheduled hours during the month. Short-term disability paid at less than 100% is considered paid time. Alternatively, staff members will earn a credited month of service if he/she has unpaid time, but works at least 10 complete days during the month.

#### **F. Qualification**

Sick leave may be used if the staff member is unable to work due to his or her own sickness, disability, or medical/dental appointments. At the supervisor's discretion, a staff member who uses sick leave may be required to obtain a medical certificate providing proof of the illness or injury. Under all circumstances, if the sick leave period extends to five consecutive working days, the staff member must provide medical certification regarding the illness or injury. If the sick leave period extends to ten consecutive working days, the staff member must provide additional documentation stating medical clearance to return to work.

Sick leave may also be used if the staff member is unable to work because he or she must care for a sick or injured family or household member or an individual of personal significance to the staff member. These individuals include, but are not limited to, immediate family members, domestic partners and other household members, a dependent



- d. Whenever possible, employees should schedule medical or dental appointments outside of regular work hours. If this is impractical, employees should check with their supervisor in advance to adjust their work schedule
- e. If treatment allows for advance scheduling, the employee must make reasonable efforts to provide as much notice as possible.

2. Supervisors are responsible for:

- a. Administering these provisions for employees under their supervision
- b. Insuring that departmental records are current and accurately reflect sick leave accrued and used
- c. Insuring that appropriate medical certification is received after five consecutive sick leave days and that return-to-work medical w tk (k)4 u (al)6 (