

<b>Title</b> :	<b>Full-Time Employee Sick Leave</b>	
<b>Number</b> :		<b>4310.02</b>
<b>Approved</b> :		<b>01/12/23</b>
<b>Reference</b> :	<b>A.R.S. §23-371, A.R.S. §23-372, A.R.S. §23-373; GCCCD 4400.00</b>	

When initially employed, each full-time employee shall be immediately entitled to six (6) days of sick leave. Beginning with the seventh month of service, employees will earn additional sick leave at the rate of one (1) day per calendar month, or part thereof, and may accrue up to one hundred (100) days. One day, as accrued, is equal to eight (8) hours regardless of the work schedule or length of work day.

Earned sick leave may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; or (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned sick leave for themselves or for family members.

"Family member" includes spouses, registered domestic partners, children (regardless of age, including a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor), parents (including stepparents, foster parents, adopted parents, legal guardians, and parents-in-law), grandparents, grandchildren, siblings, and any other individual whose relationship with the employee is equal to a familial relationship.

For full-time faculty, three (3) personal days, charged against accumulated sick leave, may be granted annually if authorized by the College President or personnel designated by the College President.

A full-time employee on sick leave shall continue to earn sick leave at the rate of one (1) day per calendar month, or part thereof.

For earned paid sick time of three or more consecutive workdays, the College may require reasonable documentation indicating that earned paid sick time is necessary.

When the need for paid sick leave is foreseeable, the employee must make a good faith effort to request the time off in advance and must make every effort to schedule the time off in a manner that does not unduly disrupt business of the College. Such request may be made orally, in writing, by electronic means or by any other means acceptable by the College. When possible, the request shall include the expected duration of the absence.

If the need for paid sick leave is not foreseeable, the employee must contact their supervisor as soon as possible, which, absent exigent circumstances, generally means within hours of when the need for leave arose, but in any event, prior to the start of an employee's shift.

Accrued paid sick leave may be taken in hour increments or days that are eight hours (1 day) or ten hours (1.25 days) in length depending on the approved full-time employee work schedule at the time of the event.

A full-time employee's sick leave accrual is forfeit upon termination of employment except in situations that meet the eligibility requirements of Policy 4400.00<sup>1</sup> – Retirement Incentive Benefit. If a terminated full-time employee, whose end of employment by the College did not meet the eligibility requirements of Policy 4400.00, is rehired within nine months of separation from the College, previously forfeited sick leave will be reinstated up to a maximum of 40 hours.

The College prohibits employees from being retaliated against or discriminated against for exercising their rights to paid sick leave.

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<sup>1</sup> Employees whose salary is funded via externally contracted programs (e.g., prison programs, federal and state grants, etc.) shall have maximum sick leave payment limited to the greater of one year's accrual or up to two years' accrual if project funds are sufficient.

