

Title	: Paid Sick Leave for Part-Time, Temporary, Seasonal and Work-Study Employees	
Number	:	4310.06
Approved	:	11/15/21
Reference	: A.R.S. §23-371, A.R.S. §23-372, A.R.S. §23-373	

When initially employed, each part-time, temporary, seasonal, and work-study employee shall be immediately entitled to the accrual and use of paid sick leave as set forth below. Employees will earn sick leave at the rate of one (1) hour for every thirty (30) creditable hours worked and may accrue up to forty (40) hours.

Part-time adjunct instructors will be credited with two (2) hours worked for every one (1) contact hour of class time as calculated from the official institutional tracking system for all courses taught by an instructor per semester.

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. The number of hours of paid sick leave that may be taken for any one day will correspond to the regularly scheduled hours for that day and is subject to supervisor approval.

"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.

All employees shall follow the notification, request and use of leave procedures established, in writing, by their supervisor. These supervisory procedures may include direction regarding how and when to officially request the use of paid sick leave, required prior notice, and a good faith effort from the employee to provide advance notice if the need is foreseeable.

Accrued sick leave is forfeit upon termination of employment. If rehire occurs 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 or discriminated against for exercising their rights to paid sick leave.

