

## **ABC'S TO SICK LEAVE**

In an effort to streamline processes and offer continuity of available employee options accurately, the following information provides the detailed step-by-step guidance which will be followed by all full-time College employees. If you, as an employee, see the need to be away from work for any length of time, due to illness of yourself or an immediate family member, you must **immediately** follow the steps provided below.

### **STEP #1 Employee Communicates Need for Leave to Supervisor & HR**

Employee notifies their supervisor(s) **and** HR of the need for utilization of sick leave. HR will inform the employee of available options and/or pathway to follow (e.g., FMLA, Sick Leave Bank loan and/or catastrophic sick leave, etc.) and relay pertinent, non-specific information to the supervisor(s) and the Business Office of the College.

### **STEP #2 Employee Communicates Choice to HR**

Employee chooses an option(s) and/or pathway to follow. HR will confirm the option(s) and/or pathway to follow, with the employee, and relay pertinent non-specific information to the supervisor(s) and the Business Office

### **STEP #3 Business Office (Payroll Specialist) Provides Forms to Employee**

Business Office personnel will disseminate the appropriate hard copy leave form and/or Sick Leave Bank form(s) to the employee for their timely completion and use.

### **STEP #4 Employee Submits Completed Form(s) to HR for Routing**

The employee will then submit to HR **only** completed hard copy leave form(s), as well as, Sick Leave Bank forms relating to any/all approved Sick Leave Bank options. HR will then forward the employee's completed hard copy leave form(s) and/or Sick Leave Bank form(s) to the Sick Leave Bank Committee, through its chairperson, for processing in accordance with applicable requirements.