

BRYN MAWR COLLEGE SICK LEAVE POLICY

Purpose:

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

Effective Date:

The effective date of the Sick Leave Policy, as amended, is September 1, 2024. It supersedes all previous sick leave related plans. The maximum accrual cap of 130 days has been eliminated effective June 1, 2000. Sick leave accrued at the old accrual rate and maximum will be carried forward.

Eligibility:

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

Sick Leave Accrual and Payment:

Employees accrue sick leave on a monthly basis. Regular full-time employees accrue sick leave at the rate of .75 days per month of credited service and begin to accrue sick leave starting on the on the first workday of the month coincident with or following the date of hire. Part-time faculty and Administrative/Professional staff members accrue sick leave on a pro-rated basis.

Part-time Clerical Technical and Service Craft employees earn entitlements based on the actual hours (0.034615 hours per hour paid), not based on a credited month of service. If actual hours worked by part-time staff in a given week exceed the full-time level applicable to the position, the maximum hours will be capped so that it does not exceed what a full-time employee would receive.

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

Credited Month of Service

Full-time 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, full-time 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.

Qualification:

Sick leave may be used if the employee is unable to work due to his or her own sickness, disability, or medical/dental appointments. At the supervisor's discretion, employees who use their 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 employee must provide medical certification regarding the illness or injury. If the sick leave period extends to ten consecutive working days, the employee must provide additional documentation stating medical clearance to return to work.

If the employee is asymptomatic, sick leave may be used for a period of isolation based on the guidance of the Montgomery County Health Department for COVID-19 and other infectious diseases. Current standards will be provided through this site:

<https://www.brynmawr.edu/inside/offices-services/health-wellness-center/resources/health-resources>

If remote work is an option, the employee must contact their supervisor about working from home during the quarantine period, when the employee is asymptomatic and otherwise able to work. If the supervisor approves remote work for the quarantine day(s), and the employee works remotely, the day(s) will not be counted as sick leave under this Policy.

Sick leave may also be used if the employee 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 employee. These individuals include, but are not limited to, immediate family members, domestic partners and other household members, a dependent child for whom the employee has joint custody, in-laws, or a person of personal significance to the employee. It also includes all eligible dependents for which leave has been granted to the employee under the Family and Medical Leave Act of 1993 (FMLA).

When Sick Leave is used to care for another person, it is limited to a maximum of 12 weeks in any 12-month period and is subject to the same medical certification requirements that apply to an employee's own illness or injury. Employees who

have completed one year of service and who have worked at least 1,250 hours in the previous year and who are caring for another person in FMLA-eligible situations as defined below will be required to apply under the College's Family and Medical Leave Policy.

Such FMLA-eligible situations include a) the birth or adoption of the employee's child, or placement in the employee's home of a foster child; b) the serious illness of the employee's spouse or domestic partner; c) the serious illness of a biological parent or an individual who functions or functioned as a parent to the employee; d) the serious illness of an employee's son or daughter, including biological, adopted or foster child, a stepchild, a legal ward or child of a person standing "in loco parentis". Such son or daughter is either under the age of 18, or 18 years or older and incapable of self-care because of a mental or physical disability.

Interaction with Short-term Disability Policy:

Employees may elect to use accrued sick leave in place of short-term disability payments. Partial sick pay allowances may not be used to cover any shortfall created by receipt of short-term disability payments of less than 100% of the employee's pay.

Administration of Sick Leave Policy:

Employees are responsible for:

- ◆ Notifying their immediate supervisor, or other designated individual concerning their absence
- ◆ If required, obtaining any necessary professional advice and/or treatment to speed recovery
- ◆ If required, providing satisfactory proof of medical condition and medical clearance to return to work
- ◆ 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
- ◆ If treatment allows for advance scheduling, the employee must make reasonable efforts to provide as much notice as possible.

Supervisors are responsible for:

- ◆ Administering these provisions for employees under their supervision
- ◆ Insuring that departmental records are current and accurately reflect sick leave accrued and used
- ◆ Insuring that appropriate medical certification is received after five consecutive sick leave days and that return-to-work medical clearance documentation is received after ten consecutive sick leave days
- ◆ Submitting medical certification to Human Resources.

Medical Certification:

In the event the medical certification is unsatisfactory to the supervisor and Human Resources, the College may require at its own expense that the employee obtain the opinion of a second health care provider. The College will select this second health care provider. If the second opinion differs from the original certification, the College may require at its own expense that the employee obtain the opinion of a third health care provider approved jointly by the College and the employee. The opinion of this third health care provider shall be binding.