



Sick Leave

1. Regular full-time and regular part-time employees (on a pro-rated basis) are eligible for paid sick leave, which is intended to protect the employee from loss of income in the event of illness. Sick leave hours begin accruing on the employee's hire date at the rate of one day (eight sick leave hours) each month, or a total of 12 days (96 sick leave hours) accrued per year. These numbers are pro-rated for regular part-time employees.
 2. Employees who must be absent from work because of a personal illness, medical appointments, or to care for ill members of their immediate families, may use accrued sick leave. For purposes of this policy, immediate family includes:
 - a. Spouse - a lawfully married spouse of the employee.
 - b. Child - a biological, adoptive, step, foster child or legal ward of the employee.
 - c. Parent - a biological, adoptive or step parent of the employee. (Parent does not typically include parent-in-law. Employees may submit a request for exception to the Director of Human Resources.)
- Non-exempt (hourly) employees may use sick leave in units of no less than 15 minutes at a time. Supervisors should be informed of the need to take sick leave as far in advance as possible. Normally, only accrued sick leave may be taken.
 - Exempt (salaried) employees who are absent from work for four hours or more due to personal or family illness, or for medical/dental appointments, are required to deduct those hours from the employee's accrued sick leave bank. Sick time may be used in units of no less than 15 minutes at a time.
 - Bluffton University may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity of sick leave absence for specific illness, injury, or other disability to which the absence is attributed.
 - Sick leave will continue to accrue during approved paid leaves of absence of less than 90 days. In the event of illness or injury which is covered by workers' compensation insurance, state workers' compensation laws will apply, and in addition, eligible employees will continue to accrue paid sick leave.
 - Unused sick leave may be carried over and accumulated from year to year, up to a maximum of 120 days or 960 hours (pro-rated for part-time employees). At the time of termination of employment, any unused sick leave will not be paid.