Full-time employees on twelve-month assignments shall accrue sick leave at 13.33 hours (1.67 days) for each month of continuous service up to twenty (20) working days for the fiscal year.

Full-time employees on nine-month assignments shall accrue sick leave at eight (8) hours for each month of continuous service up to fifteen (15) working days for the academic year.

Employees on a nine-month contract are allowed to use a maximum of one day of accumulated sick leave during each summer semester taught.

Sick leave is cumulative to a maximum of 960 hours (120 days). Accrued sick leave shall be provided as a privilege to be used only when a valid medical need arises and is to be reported in a minimum of fifteen (15) minute increments for full-time employees on twelve-month assignments and for full-time employees on nine-month assignments, sick leave is to be reported in two (2) hour increments for a partial day’s absence or five (5) hours for a full day’s absence for the following:

I. Accrued sick leave may be used as available for personal illness or for illness of an employee’s immediate family members including spouse, children or any other legal dependents.

II. Accrued sick leave may be utilized up to a maximum of three (3) days per contract year for each of the following family members: parents, brother, sister, grandparents, grandchildren, spouse’s parents, or spouse’s brother or sister. The President may extend leave beyond the approved three (3) days.

III. Accrued sick leave may be utilized up to a maximum of three (3) days for the death of each of the following employee’s family members and immediate family: spouse, children, any legal dependents, parents, brother, sister, grandparents, grandchildren, spouse’s parents, or spouse’s brother or sister. The President may extend leave beyond the approved three (3) days.

IV. Accrued sick leave shall run concurrent with the Family and Medical Leave Act (FMLA) for qualifying conditions.
V. The College requires that the FMLA leave run concurrent with paid vacation and personal or sick leave with pay for any qualifying conditions. This also applies to the Transfer of Accrued Sick Leave, (policy 309).

Departmental workloads shall require employees to be present in order to properly meet schedule demands and to avoid placing an undue hardship on co-workers within the employee’s department. The appropriate supervisor shall be notified at least one (1) hour prior to the beginning of the workday for which sick leave is requested. An employee’s supervisor may request a health care provider statement as evidence of employee or family-related sick leave at any time. Should an employee demonstrate a history of abuse of accrued sick leave privileges or excessive absenteeism, the employee shall be subject to disciplinary action up to and including dismissal. Employees shall immediately turn in the leave form to their supervisor either prior to or immediately after the leave took place. Failure to turn in a leave form after being away from the office is grounds for discipline up to and including termination of employment.

When an employee is absent for three (3) consecutive working days under the terms of this policy, he/she shall be required to submit to his/her supervisor and the Human Resources Office a health care provider statement certifying that he/she is unable to work and to indicate the expected date of release in order to continue to receive paid sick leave benefits.

No sick leave shall be paid during an employee’s final two (2) weeks of employment, except for medical reasons per the doctor’s written orders and provided to the employee’s supervisor and the Human Resources Office. An employee shall not be paid for unused sick leave upon termination of employment.

When an employee is injured on the job, he/she shall be eligible to apply for workers’ compensation benefits (see Workers’ Compensation – Policy 313).
Employees on leave of absence without pay, other than FMLA, and/or long-term disability, shall not accrue sick leave or vacation benefits during the leave of absence. When a scheduled holiday occurs during the time an employee is on an unpaid leave, other than FMLA, and/or long-term disability status, he/she shall not be eligible for the holiday pay. The sick leave policy does not apply to part-time, contingent and seasonal employees or to persons teaching in the public safety and community services or continuing education/workforce development programs.

VI. Transfer of accrued sick leave. See Policy No. 309.

VII. Custodial support employees who work the night shift for an entire month will be paid a $200.00 incentive for each month in which the employee has no absences and $100 per month if the employee has only one absence during the month. An absence for purposes of this policy is any time the employee misses work per NMJC sick leave policy guidelines. An employee who has two or more absences is not eligible to receive the incentive for that month. Incentives earned by eligible employees are paid the following month.

Partial day absences are considered full day absences for purposes of determining the availability of the incentive. If an employee uses any amount of sick leave on two separate days during a given month, the employee will not receive the incentive for that month. In addition, an employee who has any unexcused absences during a month is not eligible to the incentive for that month.

Only custodial support employees who work the night shift for the entire month are eligible for the incentive. No other custodial employees, including supervisors who work part or all of the night shift, are eligible for the incentive. In order for the night shift custodial support employees to be eligible for this incentive, they must have worked the entire month as a night custodial support employee.

If all requirements of the policy are met, Custodial Crew Leaders are eligible for the incentive.

For purposes of this policy, the night shift is the 3:00pm until 11:00pm shift. Any variation of the hours, as it relates to this policy, must be approved in writing, in advance by the President of New Mexico Junior College.