

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

HUMAN RESOURCES

SICK LEAVE

POLICY 4113

ADOPTED: 06/25/91

AMENDED: 04/21/93

AMENDED: 12/20/16

All full-time employees shall receive sick leave time according to the terms of their employee group policy manual and/or negotiated agreement. Sick leave may be used for personal illness, injury, medical appointment, quarantine at home or in a medical facility. Sick leave may also be used for the illness, injury, medical appointment, quarantine at home or in a medical facility of an immediate family member (parents, spouse, domestic partner, brothers, sisters, children, step-children residing with the employee, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and legal dependents).

Sick Leave shall accumulate as specified in employee group handbooks and/or negotiated agreements. Such policy manuals and agreements shall also govern remuneration for unused sick time upon an individual's retirement from the College.

After three (3) consecutive days of sick leave use or five (5) non-consecutive days of sick leave use during any six (6) month period, the College will request a certificate from a physician licensed in the State of Illinois verifying the date(s) of illness and clearing the employee to return to work without restrictions.

Employees who will be late or absent due to illness shall notify their supervisors one-half (1/2) hour prior to the start of the scheduled work day, or as specified in their employee group policy manual and/or negotiated agreements.