

**SICK LEAVE AND SHORT TERM DISABILITY  
HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT  
POLICY No. 210**

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**SECTION I PURPOSE OF THE POLICY**

The purpose of this procedure is to establish guidelines and procedures for using Sick Leave and applying for Short Term Disability.

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**SECTION II ELIGIBILITY PROVISION**

This policy applies to all regular, part-time and full-time staff and faculty of Champlain College, Inc. (the College). The policy does not apply to adjunct faculty or temporary employees.

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**SECTION III DEFINITIONS**

Regular Full-time: Staff and Faculty scheduled to work at least 37.5 - 40 hours/week. Faculty contracts and staff appointments must have a duration of at least 8 months.

Regular Part-time: Staff and Faculty scheduled to work at least 20 hours/week. Faculty contracts and staff appointments must have a duration of at least 8 months.

Base Pay: Means your usual bi-weekly or monthly (in the case of salaried exempt employees) rate of pay from the Employer, not counting commissions, bonuses, shift differentials, overtime pay, or any other fringe benefit or extra compensation.

Immediate Family Member: For the purpose of this policy, is defined as a spouse (which also includes a partner in civil union or same sex spouse), child, stepchild, foster child or ward who lives with the employee, parent, stepparent, parent-in-law or parent of civil union partner or same sex spouse and sibling.

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**SECTION IV POLICY**

Champlain College is a caring community and believes that income replacement for staff and faculty who are unable to work due to their own or an immediate family member's illness is essential for maintaining our culture of caring. For this reason, regular full-time faculty and staff (see Definitions) are provided with ten (10) days of Sick Leave per year. Part-time faculty and staff and employees who are hired mid-year will have a pro-rated number of sick days available to them per year, based on their work schedules. The College will also provide, in the case of the employee's own illness, a Short Term Disability income protection benefit.

4.1 Sick Leave Days

Full-time, regular staff and faculty will be provided an allotment of ten (10) "sick leave days"



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on September 1<sup>st</sup> each year. Part-time staff and faculty will have a pro-rated number of sick days available to them based on their work schedule. Sick leave day allotments do not carry over from one year to the next; allotments are re-set to ten days (or pro-rated days) on September 1 of each year.

Regular faculty and staff hired after September 1<sup>st</sup> will have a reduced number of sick leave days available to them the first year of their employment. The number of sick days will be pro-rated based on the new hire's first date of employment.

Sick leave days may be used, with your manager's approval:

- For one's own illness or injury
- For one's own medical and dental appointments as well as for professional services for one's care and well-being.
- To care for an ill immediate family member
- To accompany the employee's immediate family member to routine medical or dental appointments
- To accompany the employee's immediate family member to other appointments for professional services related to their care and well-being;
- To respond to a medical emergency involving the employee's immediate family member.

When using sick leave, a staff or faculty member may be required, at the discretion of his/her manager or an appropriate administrative officer, to provide a physician's statement indicating the reason for the absence. In all cases, if an employee is absent more than five (5) consecutive days, and in certain circumstances of shorter absence, he/she is required to provide a physician's statement indicating the need for the absence as well as a return to work certification. Physicians' statements are to be maintained in the employee's medical file in the Human Resources office.

Sick leave days are to be recorded on the staff or faculty member's attendance record or in web time entry. Sick leave is reported based on work time missed. Normally, if a faculty member is unable to fulfill the duties outlined in his/her faculty contract as a result of his/her own illness or due to family circumstances outlined above, the days of work missed are considered "sick leave."

An employee incapacitated under the provisions of Workers' Compensation may elect to use sick leave during absence from work, less the amount received under Workers' Compensation. Combined Workers' Compensation and sick leave benefits should not exceed the employee's base pay. Family Medical Leave will run concurrently with sick leave during periods of absence covered by sick leave (see Family Medical Leave Policy for details). At all times, it is within the employee's discretion to use paid sick leave benefits during a concurrent Family Medical Leave.

This sick leave benefit is intended to provide income replacement for staff and faculty who are unable to work due to their own or an immediate family member's illness. Employees who falsify the reason for a sick leave absence will be subject to disciplinary action, up to, and possibly including, termination of employment.

Sick leave is not an accrued benefit. Unused sick leave days will not be paid out to staff or faculty whose employment with the College terminates, nor is it carried over from one year to the next.

### 4.2 Short-term Disability Leave



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Short-term disability benefits are payable to regular full-time and part-time employees for physician and UNUM-approved absences due to their own non-work related injury or illness (including disability due to pregnancy) after ten (10) consecutive calendar days of absence due to the employee's same injury or illness.

The following description of the Short-Term Disability leave is a summary only. The separate plan document explains the benefit in more detail and the language of the plans' documents controls the plan. In the event of a conflict between the terms of this policy and the terms of the actual Short-Term Disability plan, the terms of the actual plan governs. Copies of the Summary Plan Descriptions and the Plan Documents are available on the Human Resources intranet site or may be obtained from Human Resources.

During an approved short-term disability leave, the College will continue to pay an eligible staff or faculty member's salary according to the following schedule:

- If hired on or before July 1, 2009, 100% of base pay (based on employee's base salary immediately prior to the disability)
- If hired after July 1, 2009, 66.67% of base pay (based on employee's base salary immediately prior to the disability)

Payments will continue until such time as a health care physician certifies an employee's ability to return to work or at the end of 26 weeks, whichever occurs sooner. Staff and faculty are expected to return to work as soon as the health care provider certifies the employee may return to work. If a staff or faculty member meets the eligibility requirements of short-term disability and a qualified health care provider certifies that he/she may return to work on a part-time basis for a specified period of time, short-term disability will continue to be paid for those hours that the faculty or staff member does not work.

Medical, dental and life insurance benefits (if applicable) will be continued while an eligible faculty or staff member is on approved short-term disability leave. The College will continue disability payments according to the above schedule for the duration of the approved disability leave, up to 26 weeks. After this time, the employee may apply for long-term disability benefits.

Short-term disability leave is taken in conjunction with Family and Medical Leave available to the employee.

Please refer to the Short-term Disability Income Protection Plan posted on the Human Resources web site for more information about this benefit.

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## SECTION V      PROCEDURE

### 5.1 Sick Leave

If a staff or faculty member is unable to report to work for any reason, it is his or her responsibility to notify the manager (or designee) as soon as possible prior to the start of the



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work day. If the employee is unable to reach the manager (or designee), he/she should follow the department's procedure for notification. Sick leave is to be recorded on faculty and staff members' attendance records or the time entry system.

Sick leave taken because of the employee's own health condition or for the care of an immediate family member with a serious health condition may be included in the 12 weeks of Family and Medical Leave available to the employee (please refer to the Family Medical Leave Policy for more information on this benefit).

### 5.2 Short-term Disability

The College outsources the administration of its Short-term Disability Income Protection Plan (the Plan) to Unum Life Insurance Company (Unum). Employees should ensure that Unum is notified of a claim as soon as possible, so that a claim decision can be made in a timely manner. Written notice of a claim should be sent to Unum within 10 days after the date the eligible employee's disability begins.

In addition, the employee must send Unum written proof of a claim no later than 90 days after the elimination period. If it is not possible to give proof within 90 days, it must be given no later than one year after the time proof is otherwise required except in the absence of legal capacity. Payments to the employee will not be made until a claim has been filed, and in most cases approved, by UNUM.

If an absence is anticipated, such as pregnancy or scheduled surgery, paperwork can be filled out in advance with UNUM and Human Resources and Organizational Development.

The employee (or a representative for the employee), the employee's physician and Human Resources, must submit a Short-term Disability Claim Form to UNUM by mail or by fax to:

UNUM Life Insurance Company  
2211 Congress Street  
Portland, ME 04122  
T: 1-800-858-6843  
F: 1-800-447-2498

The short term disability form can be accessed by calling UNUM, downloading the form from [http://forms.unum.com/StreamPDF.aspx?strURL=/FMS\\_095343-6.pdf&strAudience=CLAIMS](http://forms.unum.com/StreamPDF.aspx?strURL=/FMS_095343-6.pdf&strAudience=CLAIMS) or contacting the Human Resources department. The employee (or a representative for the employee) must fill out the employee section of the claim form, have Champlain College Human Resources complete the employer section, and the employee's attending physician should fill out his or her section of the form. Each section should be sent directly to Unum via mail or fax. Further information about the documentation needed for a proof of claim is available in the Plan description posted on the Human Resources web site.

The employee must notify Unum and Human Resources in writing when he/she returns to work in any capacity. The employee's physician will notify UNUM and Human Resources if accommodations need to be made in order to facilitate the employee's return to work.

For more information on Champlain College's Short Term Disability benefit, please refer to the Short Term Disability Income Protection Plan document posted on the HR web site or available from the Human Resources Department.



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## 5.3 Personal Paid Leave

A staff or faculty member may request a paid leave for time off work that is not covered by sick leave, vacation, personal days or short-term disability. The faculty or staff member may complete a "Paid Leave Request form" (available on the Human Resources internal web site) or may send an e-mail with the following information to his/her manager (with a copy to the Associate Vice President of Human Resources and Organizational Development):

- Date the employee anticipates going out on leave (the College requests as much notice as is feasible)
- Date the employee anticipates returning from leave
- The reason the leave is needed
- Explanation as to why sick leave, personal days or vacation time is not being used for the leave.

Requests for Personal Paid Leave will be reviewed by the staff or faculty member's immediate supervisor, the Dean or Director of the applicable department or division and the Associate Vice President, Human Resources & Organizational Development.

Approved Personal Paid leave is to be recorded on the staff or faculty member's attendance record or time card.

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## SECTION VI POLICY ADHERENCE

The Senior Vice President for Finance and Administration is the responsible official for this policy. Any exceptions to this policy must be approved by the Senior Vice President for Finance and Administration.

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## SECTION VII CONTACT

Questions related to the interpretation of this policy should be directed to the Benefits Director, Assistant Director or the Associate Vice President, Human Resources and Organizational Development.

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*The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. Human Resources policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the Human Resources intranet site for the most current version. This policy does not constitute an employment contract.*

