

Part-time Hourly & Student Employees Paid Sick Leave Law FAQ

- **The annual carryover of sick leave balances will be capped at 40 hours. Can part-time employees have a sick leave balance greater than 40 hours throughout the year?**

Yes. There is no cap during the year. At the end of the year (December), an employee would lose all hours in excess of 40 in January.

- **If one of my student employees misses work and uses 3 hours of sick leave, can they still work 19 hours that week for a total of 22 including the 3 hours of sick leave?**

No. Hours worked plus hours of sick leave cannot exceed 19 hours per week during the weeks that classes are in session. However, during breaks, hours worked plus hours of sick leave can be up to 40 hours if budgets can support extra hours during breaks.

- **If my part-time hourly employee misses time and uses sick leave throughout the month, can they still work their 75 hours?**

No. Hours worked plus hours of sick leave must be at 75 hours or below per month for part-time hourly employees.

- **Can I request a doctor's note for sick leave absences?**

The college can request a doctor's note if the employee misses three or more days of work. Contact HR if you wish to request medical verification of sick leave greater than 3 consecutive days.

- **Since leave balances are updated monthly, are employees able to use leave they have accrued in that month for absences later in the month?**

No. Sick leave will be available the first of the following month in which it is accrued.

- **If my part-time hourly employee works 75 hours in the month, how much leave will they have available the following month?**

Part-time employees accrue leave in increments of .25 (15 minutes). For 75 hours/month, they will have 1.75 hours available for use the following month.

- **Are part-time hourly and student employees eligible for the shared leave program?**

No. Part-time employees are not able to request shared leave. They also do not meet the requirements to donate sick leave to other employees.