Sick and Safe Time Leave Policy

Policy Number	300.23.02	**Custodian**	Human Resources
Approved Date	11/21/2023		
Effective Date	1/1/2024	**Review Date**	October 2023
References:			

1. Purpose

White Earth Tribal & Community College (WETCC) grants a sick and safe time leave benefit to all full-time, part-time, permanent, and temporary employees to be used in the event of an illness or medical or dental appointment or absence due to domestic abuse, sexual assault, or stalking of the employee or a member of their family.

2. Persons Affected

2.1. Full-time permanent employees.

2.2. Part-time temporary employees.

2.3. Any employee who works 80 hours in a year.

3. Policy

This policy is to ensure the following:

3.1. Sick and safe time leave is granted to full-time, part-time temporary and permanent employees that work over 80 hours in a year.

3.2. Sick and safe time leave accrues from the first day of employment at the rate of 4 hours per pay period with unlimited accumulation for full-time permanent employees and after completing 80 hours for part-time and temporary employees.

3.3. Sick and safe time leave will be available for use once the employee has accrued leave.

3.4. Part-time and temporary employees earn sick and safe time leave once 80 hours are accrued in the calendar year at a rate of 1 hour for every 30 hours worked, with a maximum of 48 hours leave per year with a 80 hour carryover.

3.5. Supervisory personnel have the right to request a doctor’s statement. If sick leave is requested for three consecutive days or more, supervisory personnel may require a doctor’s statement supporting the employee’s absence and ability to return to work.

3.6. If a holiday or other closure approved by the president occurs during the time an employee is using sick and safe time leave, the time away from work will not be charged to sick leave.

3.7. In the case of a serious health condition for the employee or an eligible family member, the employee may take up to 480 accrued hours of sick and safe time leave in any 12-month period.

3.8. WETCC reserves the right to send an employee home who appears to be ill or contagious, in which case, sick and safe time leave will be used.

3.9. Sick and safe time leave will not be paid upon separation of employment, whether voluntary or involuntary.

4. Definitions

4.1. Full-Time. Employees are scheduled to work 32 hours or more per week.

4.2. Permanent. Employees who do not have a defined period of employment.

4.3. Temporary. Employees hired on a temporary basis.

4.4. Sick and Safe Time Leave. Paid time off for illness or medical or dental appointment of the employee or their immediate family member which may include employee who is sick, to care for a family member or to seek assistance if an employee or family member has experienced domestic abuse, sexual assault, or stalking.

4.5. Sick and Safe Time Leave Eligible Status. Full-time permanent employees and part-time temporary employees after completing 80 hours in a calendar year.

4.6. Timekeeping System. A system used to enter hours worked and request time off.

4.7. Family member. Parent, stepparent, foster parent, adoptive parent, spouse, domestic partner, fiancé, child, stepchild, foster child, sibling, stepsibling, foster sibling, niece and nephew, grandparent, step grandparent, great-grandparent, grandchild, step grandchild, foster grandchild, and great-grandchild, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and up to one individual annually designated by the employee including those relatives of their spouse or domestic partner.

5. Procedures

5.1. Employees submit sick and safe time leave requests to their supervisors in advance when the need for sick leave is foreseeable.

5.2. Employees enter their request for sick and safe time leave into the timekeeping system for supervisor review and approval.

Revision History

Rev. Date	Rev. No.	Revision
11/21/23	300.23.01	New format Change custodian from Special Projects to Human Resources Title Change Add part-time and temporary employees. People affected. 3.1 over 80 hours in a year 4.3 add Temporary definition. 4.7 add foster sibling, adoptive parent, step grandparent, step grandchild, foster grandchild, niece, and nephew, any other individual related by blood and up to one individual designated by the employee.