

Agenda Item: 6.4

Subject: Amendments to the Staff Handbook and the Faculty Handbook Regarding Sick Leave.

Recommendation: Approval of Amendments to the Staff Handbook and the Faculty Handbook Regarding Sick Leave.

Request: In the Staff Handbook, delete VI (M) (1), p. 22 and in the Faculty Handbook, delete VIII (D) (5), p. 51, both of which read:

Full-time staff members are entitled to accrue sick leave with pay at the rate of one and one-fourth days per month (10 hours). There is no limit to the number of days/hours that may be accumulated. However, a maximum of 120 days or 960 hours may be utilized during an fiscal year. Members of the Oklahoma Teachers' Retirement System shall be entitled to have their accumulated days of sick leave credited toward the years of service. A retiring staff member will be granted 120 days/960 hours of sick leave to use as a year toward retirement if he or she has or would have accumulated such leave, OTRS Rules: 715:10-5-28 and 715:10-5-29. A maximum of five (5) days annually (not cumulative) may be charged against sick leave as personal leave for full-time faculty only.

and replace them with the following:

Employees who work an average of 20 or more hours a week within a fiscal year, excluding part-time temporary employees, are entitled to accrue sick leave with pay at the rate of one and one-fourth days per month (10 hours). There is no limit to the number of days/hours that may be accumulated, however, days accumulated in excess of 120 and/or hours accumulated in excess of 960 will not be available to the employee until his or her last year before retirement and then only under the conditions described below. A maximum of 120 days or 960 hours may be utilized during any one fiscal year. In order to restore days/hours used in any year, the employee must work additional days/hours, with

accumulation occurring at the rate of 1¼ days / 10 hours per month. A maximum of five (5) days annually (not cumulative) may be charged against sick leave as personal leave for full-time faculty only.

Members of the Oklahoma Teachers' Retirement System shall be entitled to have their accumulated days of sick leave credited toward the years of service (OTRS Rules: 715:10-5-28 and 715:10-5-29). A retiring staff member will be granted 120 days/960 hours of sick leave to use as a year toward retirement if he or she has or would have accumulated such leave. These days/hours would be granted for one purpose only: The addition of up to one year of OTRS retirement benefits. The College will pay no money based on these additional days/hours.

Discussion

This is simply a clarification in wording to more clearly convey the intent of the policy.