

SICK LEAVE

In the event of a non-work related illness or injury, Dunwoody provides sick leave benefits for the purpose of providing income protection to all eligible employees.

An eligible employee may use sick leave for an absence due to their own illness or injury, or for Sick Family Member Leave or Safety Leave, defined on the Family and Medical Leave page.

Sick leave is provided/accrued as follows:

- Regular full-time employees (those working 40 hours/week): 56 hours of sick leave on the first day of each fiscal year
- Regular part-time employees with benefits (those working at least 30 hours/week): 48 hours of sick leave on the first day of each fiscal year.
- Part-time employees (those working less than 30 hours/week): accrue 1 hour of sick leave for every 30 hours worked
- Adjunct Instructors: 1 hour of sick leave for every 30 hours worked on the first day of each semester

In a given day, sick leave can be taken at a minimum of one hour and in increments of 30 minutes. Sick leave may be carried over from year to year, but the balance shall not exceed 80 hours at any given time.

Employees who exhaust all of their sick leave will be required to use PTO for additional days off. Sick days taken after the exhaustion of PTO will be without pay unless the employee is eligible for short-term disability benefits.

Employees who are unable to report to work due to illness or injury must notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence except in the case of longer term absences when other arrangements for notice are made by the supervisor. If an employee is absent for five (5) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness and certifying the employee fit for duty. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence, an employee shall be required to provide a physician's verification that they may safely return to work and is able to perform the job.

Employees may qualify for short-term disability benefits if absent for more than eight (8) calendar days, subject to the eligibility requirements listed in the short-term disability plan documents. Short-term disability provides eligible employees with 60% of their gross salary for up to 180 days. Each employee is required to use his/her accrued sick and PTO hours in conjunction with the short-term disability benefit not to exceed their normal weekly earnings.

Any leave taken under this provision, that qualifies as leave under the Family and Medical Leave Act, will be counted as FMLA leave and charged to an employee's entitlement of twelve (12) weeks of FMLA leave in a rolling twelve (12) month period.