

1330 Sick Time

Effective Date: 7/1/2024 | Last Reviewed: 7/1/2024 | Old Policy Number: E3.26

This policy is designed to comply with Massachusetts General Laws, Chapter 149, Section 148C and 940 CMR 33.00, as amended, and is subject to the College's discipline and conduct policies.

Definitions:

- **Eligible Full-time Employees:** Those scheduled to work 35 or more hours per week, including full-time Faculty, accrue sick time at a rate of 1.25 days per month, up to a maximum of 889 hours (127 days) for 35-hour/week employees and 1016 hours (127 days) for 40-hour/week employees.
- **Part-time Employees:** Those scheduled to work 20 to less than 35 hours per week accrue sick time on a prorated basis determined by the Office of Human Resources.
- **Union Employees:** Sick time accrual follows this policy or the Collective Bargaining Agreement (CBA), whichever is applicable.
- **Limited Hour Part-time Employees (Other Sick Time Classifications):** Accrue or receive 41 hours of sick time per year based on classification, with permission to use up to 41 hours of job-protected sick time before accrual.
- **Student Employees:** Accrue or receive 41 hours of sick time per year, with permission to use up to 41 hours of job-protected sick time before accrual.

Usage:

- Sick time may be used for personal illness, family member illness, or other allowable reasons under Massachusetts law.
- Sick time can be used until the eligible employee reaches long-term disability eligibility or to cover Family Medical Leave Act periods.
- Sick leave may be taken in 30-minute increments.
- Accrued sick time can cover medical/dental appointments.
- Employees should notify their supervisor at least 30 minutes before scheduled start time when calling in sick.

Additional Provisions:

- Sick leave does not accrue during months when the employee is not scheduled to work or during unpaid leaves of absence.
- The College may require medical documentation for sick days, as allowed by Massachusetts law.
- Employees on sick leave during a recognized holiday receive holiday pay.
- Employees on sick leave during College-declared unscheduled days off (e.g., inclement weather) continue to receive sick pay without additional time off.

- After a leave of absence due to personal illness/injury, employees may need to meet with occupational health services or a medical evaluator before returning to work.
- Unused accrued sick time is not paid out upon termination.
- Employees may use accrued sick time upon returning to work after a break of up to one year from the last date of actual work, as required by Massachusetts law.
- Overtime hours are included in earned sick time calculations as required by Massachusetts law.

Record Keeping:

The Office of Human Resources maintains accurate records of sick time accrual and usage for at least three years, in accordance with the College's document retention schedule.

[Additional Information is provided in the HR Procedural Manual.](#)