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**ADMINISTRATIVE MANUAL**

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# Sick Time Policy

## Policy 122

- 1.0 PURPOSE:  
This policy is enacted to provide competitive benefits to Associated Students, Inc. (A.S.I.) employees.
  
- 2.0 REFERENCES:  
None
  
- 3.0 POLICY:  
This policy is enacted to provide competitive benefits to Associated Students, Inc. employees. All full-time and part-time regular benefitted employees are entitled to sick time. Student assistants and casual employees are not eligible for sick time.
  
- 4.0 DEFINITIONS:  
None
  
- 5.0 PROCEDURES:
  - 5.1 Sick time begins to accrue on the first day of employment. It may be taken when accrued. At no time can sick time be used before the date it is earned or used in units less than one-half hour.
  - 5.2 Paid sick leave is provided to full-time employees for their own short-term illnesses or injuries or for those of their spouses, domestic partners, children, or parents which require that employees take time off for their care.
  - 5.3 Each employee earns one (1) day of sick leave per month. No sick leave accrues when an employee is on an unpaid leave. At no time can sick leave be used before the date it is earned or used in units less than one-half hour.
  - 5.4 The maximum amount of sick leave that can be accrued is 24 days. Sick leave benefits are not paid upon termination of employment or retirement.
  - 5.5 For absences of three (3) or more days, employees may be requested to provide a certification from a health-care provider that the absence is medically necessary.
  - 5.6 Employees must personally inform their supervisors at least one hour in advance if they know that they will be absent from work due to illness or injury.

