# BRYN MAWR COLLEGE
# SICK LEAVE POLICY

<u>Purpose:</u>

This Sick Leave Policy provides for pay continuation for specific time periods to eligible employees who are ill or injured and unable to work or who are caring for ill or injured family members or other individuals of personal significance to the employee.  This policy also may be used if the employee is unable to work due to her or his own medical/dental appointments. ee

Sick pay may be used as a fraction of a workday, taken in increments of 15 minutes.  Sick leave pay is 100% of regularly scheduled pay; shift differential, overtime pay, bonuses, and other types of extra compensation are excluded.

Credited Month of Service

Full-time staff members earn a credited month of service if he/she has paid time (regular wages, vacation, personal, sick) available for all regularly scheduled hours during the month. Short-term disability paid at less than 100% is considered paid time. Alternatively, full-time staff members will earn a credited month of service if he/she has unpaid time, but works at least 10 complete days during the month.

Qualification:

Sick leave may be used if the employee is unable to work due to his or her own sickness, disability, or medical/dental appointments. At the supervisor's discretion, employees who use their sick leave may be required to obtain a medical certificate providing proof of the illness or injury.  Under all circumstances, if the sick leave period extends to five consecutive working days, the employee must provide medical certification regarding the illness or injury.  If the sick leave period extends to ten consecutive working days, the employee must provide additional documentation stating medical clearance to return to work.

If the employee is asymptomatic, sick leave may be used for a period of isolation based on the guidance of the Montgomery County Health Department for COVID-

have completed one year of service and who have worked at least 1,250 hours in the previous year and who are caring for another person in FMLA-eligible