



Human Resources

SUPPLEMENTAL EMERGENCY STAFF SICK LEAVE POLICY

Policy

The supplemental emergency staff sick leave policy is designed to provide additional sick leave to eligible members of the staff who have exhausted their sick-day accumulation as a result of extended, chronic or intermittent serious illnesses requiring a medical or disability leave.

Specifically, any benefit-based member of the staff employed for at least 12 continuous months is eligible to apply for supplemental emergency sick leave if the following conditions are met: (1) must have used up all of his/her own available earned sick days, as a result of extended, chronic or intermittent serious illnesses requiring a medical or disability leave and (2) must be on medical or disability leave according to a physician or health care provider.

Procedure

The policy is administered by the Human Resources Office, to which an eligible staff member in need of supplemental sick leave should submit a request, including supporting documentation of the need. If the request is approved, based on the policy criteria, the College will make up the difference between the employee's daily short-term disability benefit and his/her daily rate of pay for up to 12 days per request, with a total not to exceed 24 days in the course of employment at Pomona.

Exceptions to this policy must be approved by the President of the College.