Policy Number: 445
Policy Title: Sick Leave with Pay/Faculty
Policy Council Review Dates: 4/22/11 and 6/16/11
Date Approved by President’s Policy Advisory Board: 6/28/11

POLICY:
Georgia Perimeter College provides sick leave to regular full-time employees including faculty.

PROCEDURE:
All regular full-time employees, including faculty, accumulate sick leave at the rate of one working day per calendar month. A working day is eight hours. During the summer semester, faculty accumulate sick leave in an equivalent ratio based on the number of credit hours taught. Sick leave for all employees is cumulative with no cap.

Administrative, professional, and staff employees are scheduled to work a forty-hour work week, eight hours per day, five days per week. A faculty member is allowed a more flexible schedule and is scheduled for twenty-five hours per week. It is assumed that additional hours will be required outside of the scheduled time for grading papers, attending meetings, etc.

If a faculty member is absent under the provisions of sick leave, sick leave should be reported in Time and Labor System at a rate of eight hours per day. When a faculty member is absent for one-half-day, four hours should be reported. If less time is used, the payroll system will accommodate one hour, two hours, etc. It is the responsibility of the supervisor (department chair) to approve and to report an employee’s absence.

Approved by CAB 9/23/99
Approved by PPAB 6/28/11