



Board Policy 436: Leave Requests – Sick and Donated Leave Program

Personnel

Sick Leave

Full-time employees will receive a maximum of 120 hours for the first full fiscal year of employment cumulative to 840 hours. Part-time employees (at 75 to 99%) earn a pro-rated benefit. All employees who work less than 75% of full-time do not earn sick leave.

New employees' sick leave benefits are prorated based on their start date.

Sick leave will be charged to exempt employees in 1-hour increments and to non-exempt employees in 15-minute increments.

Employees will accrue all sick leave benefits as of July 1 each year. The policy statement is to be interpreted that sick leave earned at the time of illness will include the total number of sick leave days allotted for that particular year.

Benefit-eligible faculty members performing duties between the end of the academic year in the spring and the beginning of the academic year in the fall, shall have sick leave available to them on the same basis as during the academic year. Instructors during this period will make a reasonable effort to reschedule classes missed as an alternative to taking sick leave.

Any illness or condition involving a "serious health condition" as defined by the Family and Medical Leave Act (FMLA) requires concurrent use of FMLA leave when sick leave is requested. The guideline for this Board policy addresses FMLA details.

Employees will not be paid for unused sick leave upon the termination of their employment.

The President or designee, at their discretion, may request a doctor's statement from the employee for any period of illness requested as sick leave. The District may also require certification from the employee's physician that the employee is physically and mentally recovered from an illness or disability to the point that they can return to their normal duties.

Any sick leave which is not verified by the end of the pay period in which the leave occurred will be charged to the employee's other accrued leave or may be deducted from the employee's pay.

Sick leave is intended for employee or family illness. Family includes children, spouse, parent or other close family members.

Sick leave will be granted for pregnancy or maternity on the same basis as any other illness or disability and in accordance with the Family and Medical Leave Act of 1993 (FMLA) and Iowa Code, Chapter 216.6. Maternity leave will be considered a combination of medical and family leave not to exceed 12 weeks in duration. Sick leave benefits are payable only for the medically related portion of the leave. Maternity, adoption and paternity leaves are addressed in the guideline for this Board policy.

Donated Leave Program

In the event that an employee has a leave that qualifies for FMLA and is likely to result in the inability of the employee to report to work for more than 30 workdays on a consecutive or intermittent basis, an employee may apply for leave donations. The amount of leave available shall not exceed 40 days and will be determined on an individual basis, based on the number of hours donated by other employees.

To be eligible for the donated leave program, an employee must have been employed by IVCCD on a full-time or benefit eligible part-time basis for at least 6 consecutive months.

Employees must provide proof that they meet eligibility criteria; provide medical certification and must have exhausted all available leave time.

Employees may apply for leave by requesting it in writing to the Human Resources office. The Human Resources office will notify other employees that a triggering event has occurred and accept donations of leave time from employees to a maximum of 40 days.

Non-faculty employees who accrue vacation and wish to donate to the employee's leave bank may pledge accrued vacation hours in increments of four (4) hours minimum. Faculty who accrue personal leave and wish to donate to the employee's leave bank may pledge accrued personal leave in increments of four (4) hours.

Donations are made to a specific employee and not a "pool."

Date of Review: June 11, 2025
Date of Revision: August 9, 2023
Date of Adoption: December 9, 1987

Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

November 8, 2017; July 12, 2017; July 8, 2015; June 11, 2014; June 10, 2009; July 9, 2003; March 13, 2002; May 9, 2001; November 8, 2000; May 10, 2000; October 11, 1995; July 14, 1993; September 9, 1992