

FAQ's – Sick Leave and Supplemental Sick Leave Policy

Why are we making the change to the sick leave policy where exempt staff are now required to record sick days?

Including exempt staff in the sick leave policy formalizes how sick leave is administered for both hourly and exempt staff.

When is the policy change effective?

January 1, 2019

Will exempt staff be given a bank of sick leave to start with?

Yes, exempt staff will have a sick leave bank based on their original hire date or the date when they went into an exempt position.

Where can I find the revised policy?

The revised sick leave policy can be accessed on the college's main policy webpage:
www.coloradocollege.edu/policies

How is sick leave recorded for exempt staff?

Exempt staff will log their sick leave in increments of 4 hours on their leave reports as they currently do with their vacation.

Can exempt staff also convert three days of sick leave to personal leave?

Yes, all aspects of the sick leave policy now also pertain to exempt staff, including personal leave. Personal leave is 3 days (using accrued sick bank) per fiscal year.

Where can exempt staff locate their sick leave balance?

In Self Service Banner, just like vacation balances. Using "Sign Into CC" from the CC website, choose 'Banner (SSB)'. Your username and password are the same that you use for logging-into the CC website. Choose the Employee Tab. Choose Leave Balances.

Where can supervisors see the sick leave balances of their staff?

In Self Service Banner, just like vacation balances. Using "Sign Into CC" from the CC website, choose 'Banner (SSB)'. Your username and password are the same that you use for logging-into the CC website. Choose the Employee Tab. Choose Supervisor Leave Report.

What if I need more sick leave than is available in my accrued bank?

Exempt staff are eligible for supplemental sick leave based on years of service. Please note that all accrued vacation and sick are used as part of the supplemental sick leave.