

SECTION: 03 PERSONNEL  
SUBJECT: FACULTY SICK LEAVE

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**Background:** To establish a policy governing sick leave allowances and use for faculty.

**Point of Contact:** Human Resources

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Academic Affairs

**Date of approval by LC State authority:** June 2018

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** May 2025

**Summary of Major Changes incorporated in this revision to the policy:** Broken hyperlinks fixed and reference to LUMA included.

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All benefit-eligible faculty accrue sick leave and may use sick leave in accordance with state and College policy. Part-time adjunct faculty do not accrue sick leave.

- I. Benefit Eligible Faculty
  - A. Sick leave for all benefit-eligible faculty employed in full time appointments for nine-months or more shall accrue at the rate of 3.7 hours biweekly or one (1) day for each full month of service while on contract. Sick leave shall accrue without limitation. Part-time benefit-eligible faculty (less than 40 hours per week) accrue sick leave at the rate of .0462 hours for each hour paid.
  - B. Sick leave shall be charged for absences only on contract working days.
  - C. Sick leave may not be taken within the same pay period in which it is earned. Sick leave may be used for personal illness, illness of an immediate family member, doctor's appointments, or for bereavement leave.
  - D. Twelve-month faculty who are eligible to earn annual leave may use their accrued annual leave in lieu of sick leave.
  - E. Faculty who exhaust their sick leave and continue to be absent from work due to any of the reasons set forth in I. B above will take sick leave without pay.
  - F. Faculty may apply any accrued sick leave for the purpose of Family Medical Leave as stated in <https://www.lcsc.edu/media/girlnv0r/3125-leave-policy.pdf>
  - G. Employees intending to retire may be able to arrange for a portion of their unused sick leave to pay their premiums on certain employer-maintained insurance. The ability to use unused sick leave to pay premiums is controlled by statute. Idaho Statute 67-5333(2) limits the number of hours that can be converted based on the amount of state service an employee has accrued. There is a cap of 600 hours.

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II. Responsibilities

- A. Faculty are responsible for promptly notifying their Division Chair / Director of their absence. Employees are responsible for recording all leave taken on a bi-weekly basis and complying with the institutional and state leave policies. Absences shall be reported through the College's **Luma's** labor reporting system for any days when the individual is not meeting his or her normal responsibilities or is otherwise unable to perform the normal duties of his or her position.

While recognizing that faculty members work in a flexible and highly varied employment environment, we must apply the policy uniformly across all faculty.

1. If faculty teach on campus courses, faculty must apply sick leave if it involves missing a class or other college-based obligation even if the class is rescheduled or covered by someone else.
  2. If faculty teach online courses and are unable to manage the course, or conduct discussions or chats, then faculty must apply sick leave.
  3. If faculty miss other college-based obligations such as division meetings, office hours, required training, etc., faculty must apply sick leave.
- B. Division Chairs and Directors are responsible for approving and ensuring the reporting of leave taken by their employees in their respective units.
- C. Other Leave Benefits
1. Please refer to Policy 3.125 for additional information regarding Leave policies. <https://www.lcsc.edu/media/girlnv0r/3125-leave-policy.pdf>