

## **Policy Title: Sick Leave**

**Impact:** Benefits Eligible Employees

**Responsibility:** Human Resources

**Effective Date:** 09/1995

**Revised Date:** 04/23/2025

**Reviewed Date:** 04/23/2025

**Relates to Procedure(s):** n/a

**Legal Citation(s):** House Bill 452, Idaho Code 33-1217

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Employee wellbeing is a priority of the college. Accordingly, employees are expected to remain at home when they are ill. Where eligible under this policy, employees may also remain home to care for family members.

Benefits eligible employees accrue sick leave that may be used for the following reasons:

- a. Illness or injury that prevents the employee from performing their duties.
- b. Mental health situations that prevent the employee from performing their duties.
- c. Birth or adoption of a child.
- d. Five days of sick leave for the birth of a grandchild.
- e. Illness or injury of a family member for which the employee is a primary caregiver.
- f. Health-related appointments for the employee or family member.

Employees may use sick leave concurrently with FMLA.

Employees may use accrued sick leave to supplement their short-term disability or Worker's Compensation benefits, not to exceed 100% of regular pay.

Sick leave may not be used in lieu of vacation leave.

### **Sick leave Accrual**

Employees accrue sick leave based on their employee classification. Employees who work less than 100% full-time will accrue based on their full-time equivalent percentage.

### **Sick leave benefit at retirement**

Employees who meet the qualifications to retire from NIC may be eligible to use a portion of their accrued sick leave to pay for continued medical and dental insurance.

### **Transfer of Sick Leave when leaving employment**

Sick leave is not compensable upon termination of employment. Per Idaho Statute, accrued sick leave may be transferred if an employee moves to another qualifying Idaho public institution.