

1	<u>NMC Parameters</u>	1435.00
Staff Policy		

1435.00 SICK LEAVE PROCEDURE

For periods of illness extended beyond a ten-working day period, medical certification will be requested. A medical release to return to work will also be requested in cases of hospitalization or illness extended beyond a ten-working day period. The college may request a physician's certification for other circumstances deemed appropriate.

Accumulated sick leave may be used for medical appointments.

The use of sick leave shall be approved by the supervisor and reported to Human Resources using the appropriate form, or in the case of support staff, on the time sheet.

The college complies with the Americans with Disabilities Act. Employees may request an accommodation to or for any handicap by notifying the Director of Human Resources in writing of the need within 182 calendar days after the condition is known.

AUTHORIZATION OF ADMINISTRATIVE PROCEDURE

Signature: _____
Bill Hendry, Director of Human Resources

Date authorized: _____ Effective Date: _____