



# Northern Marianas College Procedure

Procedure No.: 5010.13 Procedure Title: Sick Leave  
 Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13  
 Revised: 3/14/14  
 Office of Origin: Human Resources Office  
 Procedure Approval Authority: President *[Signature]*  
 Board Policy No. Associated with this Procedure: 5010  
 This Procedure Supersedes/Replaces: 2011 BOR Policy Part VI.D

*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

**Overview/procedure description** This Procedure describes the accrual and usage of sick leave by employees of the College.

**Areas of Responsibility** Employees will utilize accrued sick leave as set forth in this Procedure. It shall be each employee's responsibility to submit all requests for sick leave to his or her supervisor for approval.

**Procedure details** Accrual  
 Sick leave shall accrue to the employee at the rate of four (4) hours per pay period, provided that the employee has been in pay status for the entire pay period. If the employee takes Leave Without Pay (LWOP) or is in an Absence Without Leave (AWOL) status, there will be no leave accrual for that pay period. Government employees serving on government boards and commissions who elect to take leave without pay (LWOP) during such performance shall accrue sick leave for that service time.

Usage  
 Sick leave shall be allowed when an employee is absent from duty because of illness or injury, or because of quarantine of the family and/or residence. Such illness or injury shall be the illness or injury of the employee or his or her immediate family member for whom employee is responsible. Sick leave may be used for medical, dental, optometric or medical health counseling that the employee or immediate family member must undergo.

The employee is entitled to use accrued sick leave from the time sick leave is first earned.

Any absence on sick leave when the employee misses more than two (2)

continuous days of work must have the illness verified by a certification from a medical doctor in order to claim sick leave and/or to return to work.

If an offer and acceptance for a new period of employment is agreed upon under a new employment contract/appointment, all accrued and unused sick leave credits from the prior contract/appointment will be carried over to the new contract.

Unused sick leave earned with another Commonwealth Government activity will be transferred to the employee's account if certification is received from the other activity, except in the case of retirees. However, if the employee is separated from government service for a period longer than three (3) years, the employee shall be divested of accumulated sick leave.

If the employer has reasonable grounds to believe that the employee is misusing sick leave, or requesting sick leave for purposes other than illness, the employer may notify the employee in writing that proof of illness from a health care professional will be required for any future period of illness. If the certification is not provided, or is unpersuasive, the supervisor may deny the sick leave request.

Sick Leave may be accumulated without limit.

Employees are eligible for sick leave from the Commonwealth Government's Sick Leave Bank program pursuant to 1CMC 8271-8275 (PL8-25, the Northern Mariana Islands Government Employees Sick Leave Bank Account, as amended and applicable regulations adopted on October 16, 1997 and published in the Commonwealth Register, Vol. 19, No. 11, on November 15, 1997, at pages 15748-15757. There shall be no informal transfer of sick leave among employees outside of the Commonwealth Government Employees Sick Leave Bank program.