

College Policy on Reporting Absences

The college will establish absence policies while observing State and Federal legislation and any procedures established in specific union contract language(s) negotiations.

The college embraces the Minnesota Department of Employee Relations Statewide Policy on Sick Leave as defined in the following six objectives:

- To improve productivity through better attendance.
- To minimize costs associated with employee absences due to sick leave.
- To maintain overall agency morale by ensuring each employee meets his/her own work requirements.
- To ensure that sick leave use is consistent with the provisions of the collective bargaining agreements or plans.
- To standardize sick leave procedures.
- To communicate to supervisors expectations regarding sick leave.

To support these objectives, Riverland Community College has implemented the following procedure:

Staff and faculty members must contact their supervisor to inform him/her of any and all absences and must complete a leave form prior to a scheduled absence or immediately upon return of an unplanned absence.

The employee will make direct contact with his or her supervisor or follow individual directions that the supervisor has supplied for reporting absences.

SICK LEAVE ABSENCES

Medical Leave Procedures: After the fourth-consecutive day of absence, the supervisor will provide the employee with the proper paperwork in case the absence is a FMLA qualifying event. If the medical absence does not fall into a qualifying event category, the employee need not return the paperwork.

The supervisor must inform Human Resources that the paperwork was given to the employee. To determine if the absence is a FMLA qualifying event, the employee must return the completed paperwork with supporting physician documentation to the College Human Resources office.

Upon returning from a medical leave, the employee must furnish the supervisor or the Human Resources Department with a return-to-work slip from his/her attending physician. This certification may be documented on the physician's official correspondence.

collegesickleave.doc

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