

607.4 – Sick Leave for Full-Time Faculty

Purpose:

To establish Bismarck State College's policy to address Sick Leave for Full-Time faculty.

Policy:

Full-time faculty employed at Bismarck State College may be granted sick leave with pay. Each faculty member is granted up to ten days of sick leave per Academic Year (AY).

Sick leave is a privilege granted at the discretion of the College and is not a benefit considered to be earned/accumulated. Sick leave is intended to give a faculty member time off when unable to fulfill duties due to personal or dependent illness.

- For 9-month and/or academic year faculty – a maximum of 10 working days or prorated based on a percentage of the contract for each year of academic service to BSC.
- For 11-month and/or extended academic year faculty – a maximum of 11 working days or prorated based on a percentage of the contract for each year of academic service to BSC.
- Sick leave may be used when:
 - The employee is unable to work due to a mental or physical condition (including maternity).
 - The employee has an appointment for the diagnosis or treatment of a medically related condition.
 - The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee providing care to the family members. Sick leave used for these purposes shall not exceed ten (10) days per calendar year.
 - In the case of a serious health condition of an eligible family member, an employee may take up to a total of sixty (60) days of sick leave in any twelve-month period, including the eighty hours in subsection (c.) above.
 - Parental leave benefits allow for an employee who is caring for a newborn child or for a child placed with the employee, by a licensed child-placing agency, for adoption or as a precondition to adoption, but not both. Sick leave in such cases is limited to six weeks during the first six months from birth or placement for bonding purposes. This subsection does not prevent an employee from using sick

leave for the employee's illness, medical needs, or health needs following the birth of a child. Birthing parents may be eligible to use additional sick leave for recovery. If the employee is eligible for FMLA any sick leave taken shall count toward leave eligible under FMLA. Specifically, FMLA leave and sick leave under this policy will run concurrently, not cumulatively. If an employee is not eligible for FMLA, they are still eligible for six weeks of leave, paid or unpaid, in the first six months.

- The employee seeks for oneself or to assist a parent, child, spouse, sibling, or any other individual who regularly resides in the household or who within the prior six months regularly resided in the household, with the consequences of domestic violence, a sex offense, stalking, or terrorizing. Sick leave may be used to seek legal or law enforcement remedies; treatment by a health care provider for physical or mental injuries; obtain services from a domestic violence shelter, rape crisis center, or social services program; obtain mental health counseling; and participate in safety planning, relocation or other actions to increase the employee's or immediate family member's safety from future domestic violence, a sex offense, stalking or terrorizing. The immediate supervisor may limit the use of sick leave for this section to five (5) days per calendar year.

References:

[SBHE Policy: 607.4 Sick and Dependent Leave; Family Leave](#)
[SBHE HR Policy: 7 Sick Leave](#)

History of This Policy:

First policy draft approved April 12, 2002.

Revisions – January 12, 2004; October 20, 2009; August 4, 2014; reviewed/amended by the Operations Council on March 11, 2015 and approved by the Executive Council on March 19, 2015. Reviewed by Campus Council on July 24th , 2024, reviewed by Executive Council on January 3rd, 2025, and approved by Acting President on January 3rd, 2025.