



607.4 - Sick Leave for Full-Time Faculty

Purpose:

To operationalize Bismarck State College's policy 607.4 Sick Leave for full-time faculty.

Procedure:

1. A notification of sick leave must be made before the workday to their Assistant Dean or their Dean's Administrative Assistant.
2. The faculty member shall attempt to arrange for class coverage if possible.
3. The faculty member must complete a "Full-Time Faculty Absence" form and submit it electronically to their Assistant Dean as soon as possible, who will forward it to the appropriate Academic Dean for approval.
4. The Assistant Dean will document this leave by keeping a record on file.
5. If requesting more than the allotted sick leave, the faculty member or supervisor will contact Human Resources for possible options (i.e. FMLA, Personal Leave or Leave Without Pay).

References:

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

[SBHE HR Policy: 7 Sick Leave](#)

History of This Policy Procedure:

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.