

Management and Confidential Administrative Support Staff Sick Leave Payout Policy (Due to Reduction in Force)

Management and Confidential Administrative Support Staff personnel who are laid off from the College due to a reduction in force, as declared by the Board of Trustees, shall receive reimbursement for their accumulated sick leave according to the program outline below. The sick leave reimbursement provided for in this resolution shall not apply or be payable as a result of non-reappointment or termination of employment for reasons other than a reduction in force.

- I. Sick Leave Payout Packages
 - A. Employees who are laid off and have at least twenty (20) years of service shall be eligible to receive 100% of their accumulated sick leave time, not to exceed a maximum of 100% of their annual base salary.
 - B. Employees who are laid off and have at least fifteen (15), but less than twenty (20) years of service, shall be eligible to receive payment of 75% of their accumulated sick leave time, not to exceed a maximum of 75% of their annual base salary.
 - C. Employees who are laid off and have at least ten (10), but less than fifteen (15) years of service, shall be eligible to receive payment of 50% of their accumulated sick leave time, not to exceed a maximum of 50% of their annual base salary.
 - D. Employees who are laid off and have at least five (5), but less than ten (10) years of service, shall be eligible to receive payment of 25% of their accumulated sick leave time, not to exceed a maximum of 25% of their annual base salary.

- II. Payments
 - A. In no instance shall the total value of an individual's sick leave payout package exceed the base salary that the individual was earning on the date he/she was laid off from the College.
 - B. Years of service will be computed as of the date on which the lay off will take effect.
 - C. Due to the current economy and budgetary restrictions facing the College, the compensated absence pay-outs for those employees whose positions are being eliminated will be deferred until January following the employee's effective layoff date. Those employees who will experience an economic hardship as a result of this policy can apply to the President of the College for payment of their compensated absence amount prior to the January following their effective date of layoff. The President will review the employee's request and determine whether the College will be able to honor that request. The form of the application will be determined by the College President at a later date.

- III. Limitations
 - A. Employees hired on or after May 21, 2010 are limited to a payout not to exceed \$15,000.00 under P.L. 2010 S-4.