



# CMI

## College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258  
 Uliga Campus  
 Majuro, Marshall Islands, MH 96960

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 Fax: (692) 625-7203  
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# CMI POLICY NO. 400 - 7.4

## SICK LEAVE

Status: Active  
 Effective Date: March 18, 2024  
 Approval Date: March 18, 2024

<p><b>1. Policy Statement</b></p>	<p>Sick leave policy outlines the College's policy on employees who are sick, and need absence from work.</p>
<p><b>2. Purpose for the Policy</b></p>	<p>The Sick Leave policy assures that employees are afforded reasonable opportunities to address the medical needs of themselves and their dependents without loss of pay using accrued hours.</p>
<p><b>3. Definitions</b></p>	
<p>4. <i>Statements of Elaboration of Policy.</i></p>	<p><b>Faculty contracts do not include the accrual of annual leave, restricting their ability to take leave when spouse or dependent becomes seriously ill. Sick leave applies only to the employee with the current language, geared towards non-faculty employees. The proposed change is to explicitly identify what faculties may be eligible for in extreme circumstances, hence introducing section e as highlighted:</b></p> <p>7.4.1 Conditions. Sick Leave protects the permanent Employee's pay during absence from work due to illness. Sick Leave shall be approved by the immediate supervisor and the Human Resources Director, and shall be granted under the following conditions:</p> <p>a) An Employee is incapable of performing his or her duties because of confinement for childbirth when Parental Leave has expired.</p> <p>b) An Employee requires a medical, dental or optical examination or treatment, or requires any mental examination, counseling or treatment.</p>



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	<p>c) An Employee has a seriously ill spouse or child may utilize their accrued sick leave hours after they have exhausted accrued annual leave hours.</p> <p>d) An Employee who becomes sick while on Annual Leave may request and may be granted Sick Leave for the period of the illness, provided the period of Sick Leave is supported by a certificate from a recognized health care provider. Using Sick Leave in this manner protects the portion of Annual Leave lost to illness, provided Sick Leave for the illness was requested and approved, Annual Leave lost to illness is restored to the Annual Leave account. However, Sick Leave taken during an Annual Leave period does not extend the end date of the Annual Leave</p> <p><i>e) Faculty may use Sick Leave for seriously ill spouse/dependent as the primary source of paid leave</i></p>
<b>i. Cross References to Related Policies</b>	
<b>5. Responsible Officer</b>	Director Human Resources
<b>6. Key Offices to Contact Regarding the Policy and its Implementation</b>	Human Resources Department
<b>7. Links to Procedures or Forms</b>	<a href="https://docs.google.com/document/d/1F8j0EOzN2cl-qLzCwkcxDXjcvdHON63/edit">https://docs.google.com/document/d/1F8j0EOzN2cl-qLzCwkcxDXjcvdHON63/edit</a>
<b>8. Date of Initial Policy</b>	March 2004
<b>9. Date(s) of Any Revisions</b>	November 2018

President's Signature

DocuSigned by:  
  
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**March 18, 2024**

**Dr Elizabeth Switaj**

**Date**