POLICY CHANGE AS OF JANUARY 1, 2012

Five Colleges, Incorporated is amending its personnel policy on Sick Leave.

A staff member is entitled to charge up to four days of absence in any fiscal year (July 1 – June 30) to her/his accrued sick time when the illness of someone in the staff member’s immediate family or household, who is regularly dependent on her/his care, requires the staff member’s absence from work. A medical statement may be required for approval.