



HUMAN RESOURCES

Sick Leave

Effective: May 25, 2023

Last Updated: May 25, 2023

Last Reviewed: March 29, 2023

Responsible University Office: Office of Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Continuing Staff Employees

Policy

The primary purpose of sick leave is to provide continued income if an illness or injury causes absence from work. All employees are asked to use their sick leave responsibly. If the need for sick leave is for three or more consecutive days or involves hospitalization or a continuing course of treatment, please contact the Office of Human Resources to determine if your absence may be covered by the Family and Medical Leave Act (FMLA).

Non- Exempt

All continuing non-exempt staff earn sick leave on an accrual basis at the rate of .040 per standard hours worked.

Below is an example based upon hours worked:

<u>Bi-Weekly Hours Worked</u>	<u>Sick Accrual Earned</u>
75 Hours	3.00 Hours
80 Hours	3.20 Hours

Procedure

If an employee is absent because of illness or injury, it is his/her responsibility to notify the immediate supervisor as soon as possible. If for some reason the immediate supervisor or the department head cannot be reached, the employee should leave a message and contact information. Failure to provide proper notification is sufficient reason for not granting sick leave. A supervisor may require a written statement from the employee's physician before approving sick leave.

Sick leave does not accrue during a leave of absence. Sick time is not counted in determining whether an employee has worked over 40 hours and therefore eligible for overtime.

If illness or injury to an employee's family member requires the employee to be absent from work, he/she may charge up to two days against accumulated sick time for each such occurrence. During any twelve-month period, no more than five days may be charged against sick leave benefits for such absences.

Employees should try to schedule medical and dental appointments outside working hours whenever possible. If an appointment during working hours is unavoidable, the time may be charged to sick leave.

If a University holiday falls during a period of sick leave, the day is not charged to sick leave. All absences that are charged to sick leave should be recorded on the appropriate time sheet or leave report.

Sick leave for part-time exempt staff will be pro-rated according to hours worked.

Extended Sick Leave

Non-Exempt (hourly) Staff:

For illnesses extending beyond three months, non-exempt (hourly) staff are eligible for payments at half pay based upon length of service as follows:

<u>Length of Service</u>	<u>Benefits at half pay</u>
1 year	2 weeks
2 years	4 weeks
5 years	8 weeks
10 years	13 weeks

Exempt (Salaried) Staff

Sick leave for full-time exempt (salaried) staff will be granted according to the following schedule:

<u>Length of Service</u>	<u>Sick Leave Granted</u>
Less than 6 months	None
6 months to less than 1 year	1 month at full pay and 1 month at half pay
to less than 2 years	1 year
to less than 5 years	1 month at full pay and 2 months at half pay
5 years or more	1 month at full pay and 5 months at half pay
	2 months at full pay and 4 months at half pay

*Employees who qualify for FMLA must use any earned sick leave first, and may supplement this Extended Sick Leave policy if and when earned sick leave and is exhausted and the leave would have otherwise been Vacation or Unpaid Leave. Extended sick leave is not paid out at termination and does not roll over into the next year.

**In a rolling twelve (12) month period, if you move a step (i.e., length of service changes from “less than 6 months” to “6 months to less than a year”) you are eligible for the greater of those two extended sick leave grants but not both. For example, an employee’s hire date is January 1, 2022. On July 1, 2023 the employee requires extended leave. At that time they are eligible for 1 month at full pay and 2 months at half pay. In six months, they will move up a step to be eligible for 1 month at full pay and 5 months at half pay. At this time, they are eligible for the additional three months at half pay but not the aggregate of the sick leave in both steps.

Other applicable policies and/or resources:

- Hours of Work
- Recording Time Work
- Overtime
- Getting Paid