



HUMAN RESOURCES

Sick Leave

Effective: April 30, 2008

Last Updated: July 1, 2017

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR 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.

B. POLICY

Non-Exempt (Hourly) Staff

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

C. 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.

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

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 appointment outside working hours whenever possible. If an appointment during working hours is unavoidable, the time may be charged to sick leave.

Employees who retire at age 62 or later with at least 7 years of service will receive a cash bonus of 10% of unused sick leave balance at the most recent rate of pay.

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 pay form.

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
1 year to less than 2 years	1 month at full pay and 2 months at half pay
2 years to less than 5 years	1 month at full pay and 5 months at half pay
5 years or more	2 months at full pay and 4 months at half pay

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

Other applicable policies and/or resources:

Hours of Work
Recording Time Work
Overtime
Getting Paid