



Policy and Procedures Manual

Application: Full Time Personnel

Section A2 Sick Leave

A 2 SICK LEAVE

Sick leave is a period of time during which an employee is unable to work because of illness, injury, or medical, surgical, dental or optical examinations, or treatment to the employee and/or immediate family member(s), or because the employee has been exposed to a contagious disease and presence at work would jeopardize the health of others.

All requests for sick leave must be made in writing, setting forth the exact time of absence. Requests for sick leave should be made in advance, when possible. If this is not possible, notify the department supervisor as soon as possible but no later than the beginning of the work period, and submit a Request/Approval of Leave Form immediately upon return to work. The employee must notify the supervisor each day the employee is unable to work. Sick leave may be denied for failure to notify the department supervisor promptly, or if the employee has been abusing the sick leave privilege. If the illness is prolonged, the department supervisor must be provided with a doctor's statement on a monthly basis so that work may be planned. If an absence due to illness lasts for three or more consecutive working days, a current and signed doctor's statement may be required upon return to work. A doctor's statement may be required for each day the employee is unable to work, at the University's discretion.

A full-time employee (75% FTE or more) accrues sick leave at the rate of 7.50 hours for 75% to 10 hours per month for 100%. Unused days may be accumulated up to 1,040 hours (130 working days).

Sick leave will not be earned by an employee during leave of absence without pay, unpaid FMLA, suspension without pay, layoff, or removal from the payroll for any reason (employees eligible for military leave see *sec. 2.9 Military Leave*). Sick leave will not be paid on any illness or injury incurred while committing a crime, nor will it be paid on any illness or injury resulting from paid employment elsewhere. There will be no payment for any unused accrued sick leave balance at time of termination or reduction of hours which makes an employee ineligible for sick leave accrual.

While the University pays for authorized sick days, the University expects the employee to be honest in requesting and using sick leave. Employees suspected of abusing his/her sick leave benefit may be required to bring a doctor's statement for any sick leave used.

Under no circumstances should an employee claim sick leave benefits to work on another job or for any other reason not covered in the definition of sick leave. Any abuse of this benefit will be taken into account during performance appraisals. Appropriate disciplinary actions will be taken if sick leave abuse is discovered, up to and including termination.

Note: SICK LEAVE AND WORKERS' COMPENSATION

In accordance with workers' compensation court guidelines, an employee who has filed a claim can be required by the employer to use sick leave for a claim related doctor's appointment.