

Applicability: Employee Classes 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 and 16	Effective Date: March 12, 2006	Approved By Signature on file Anthony J. Catanese, President	Page: 1 of 2
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A. POLICY

Paid sick leave is provided to protect employees from financial loss during times when they are unable to work because of sickness or injury. Sick leave may also be used for physician appointments and for attending to the needs of a member of the employee’s immediate family as defined in the Procedure. Sick leave is not intended as vacation time nor should it be used for vacation purposes.

B. DISCUSSION

Since it is not permissible to compensate an employee over and above his/her accrued amount of sick leave, it is to each employee’s advantage to accrue as much sick leave as possible in order to relieve the financial burden of unforeseen extended absences due to illness or injury.

Paid sick leave is an employee benefit but specific conditions must be met before paid sick leave will be approved.

C. ADMINISTRATIVE PROCEDURES

1. Employees assigned to the following employee classes are covered by this policy: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 and 16. See the *Employee Class Policy* for an explanation of the employee classes.
2. Eligible employees who are paid a full eighty (80) hours per pay period accrue one (1) day of sick leave per month at the rate of 3.7 hours per biweekly pay period. Twelve month employees earn twelve (12) sick days per year and nine (9) month employees earn nine (9) sick days per year. Employees may accrue an unlimited amount of sick leave. Each biweekly accrual is based upon the actual hours paid {Section B(2a)}.
 - a. Sick leave begins accruing from the date of hire and is computed each pay period based upon the number of hours the employee is paid in the pay period. Hours reported as Regular, Sick, Family Sick, Vacation, Holiday, Personal Holiday, Jury Duty, Anniversary Day and Bereavement Leave count in the computation of the pay period’s accrual.
 - b. Subject to supervisory approval, employees may take any part of their accrued sick leave as it accrues. As a wage replacement benefit, salaried/exempt employees will use sick leave in half-day increments.
3. Compensation for sick leave is made at an employee’s straight time rate. Part-time employees may use their accrued sick leave to attain an authorized number of scheduled work hours, if needed. The combination of work hours and sick leave may not exceed the amount of authorized paid time in a regularly scheduled workweek.
4. At an employee’s request, earned vacation leave may be used for absence due to illness after all accrued sick leave has been exhausted or in lieu of using sick leave.
5. Sick leave may not be paid while an employee is on vacation. Illness occurring during vacation is paid as vacation leave except in very unusual circumstances and only with the written approval of the appropriate vice president.
6. In order to be paid for sick leave, an employee must be in pay status for the last workday before and the first workday after the period of sick leave, subject to the following provisions:
 - a. Sick leave may not be paid for the last day before or the first day after an employee’s vacation except in very unusual circumstances and only with the written approval of the appropriate vice president.
 - b. Hire and termination dates may not be adjusted in any way which circumvents the intent of this section.
 - c. An employee is eligible for holiday pay if he/she is paid sick leave either the last workday before the holiday or the first workday after the holiday. The Director of Human Resources may, at his or her discretion, require a physician’s certification of illness. If a certification is requested of an employee and is not provided within three (3) business days, the holiday will not be paid. In this event, the holiday may be charged to accrued and unused Sick or Vacation Leave, or accrued and unused Personal Holiday or Anniversary Day. If the employee does not have sufficient accrued leave, the holiday will be unpaid.

- d. The employee's available sick leave may be used to charge absences due to the illness or injury of a member of the employee's immediate family when the employee's presence with the family member is necessary. This provision also applies to appointments with physicians. For the purpose of this policy, immediate family is defined as spouse, children (including step-children) and parents (including step-parents) of both the employee and the spouse. Exceptions to the definition of immediate family must be approved by the appropriate vice president.

The biweekly Payroll Exception Report should be marked "FSL" to indicate when sick leave hours are used for family sick leave.

While an employee's entire available sick leave balance may be used for family sick leave, such absences may also be charged to the employee's available vacation leave balance and/or leave without pay, at the employee's request and with the approval of the supervisor.

7. Earned sick leave may be used, at the employee's option, in conjunction with workers' compensation, short-term disability or long-term disability payments while the employee is receiving any of these benefits. In no case may the combination of sick leave with workers' compensation benefits, short-term disability benefits or long-term disability benefits exceed 100% of the employee's regular pay.
8. Available sick leave may be used, at the employee's option, to cover the waiting period required by the university provided short-term disability benefit.
9. Sick leave may not be advanced beyond that which has been accrued.
10. After an employee has turned in a notice of resignation, no sick leave benefits will be paid unless the employee is hospitalized for non-elective surgery, the resignation was due to illness or injury, or the leave is approved by the appropriate vice president.
11. Available sick leave balances will not be paid upon separation of employment or movement from an employee class eligible for sick leave to another employee class not eligible for sick leave. In these situations, the available sick leave balance is forfeited.
12. Pregnancy is treated as an illness and sick leave benefits are payable in conjunction with pregnancy provided other requirements elsewhere in this policy are met.

D. SUPERVISOR RESPONSIBILITIES

Medical evidence may be required to support any request for use of sick leave. Due to strict privacy regulations surrounding disclosure of protected health information, supervisors should contact the Office of Human Resources for guidance prior to requesting documentation from an employee.

If an employee's pattern of sick leave usage becomes unusual, the supervisor, after discussion with and concurrence of the Director of Human Resources, will notify the employee in writing that the employee is required to present a physician's certification for each of the next five (5) successive absences or until released by the supervisor. Privacy regulations must be considered under these circumstances and will be part of the discussion with the Director of Human Resources.

E. EMPLOYEE RESPONSIBILITIES

The employee must contact his/her supervisor, or a person designated by his/her supervisor, within one hour after the beginning of the workday, or as soon as possible within that day, to report an illness and request approval for use of sick leave for that day. The employee is encouraged to personally notify his/her supervisor so that misunderstandings cannot arise. Failure to make proper notification may result in denial of sick pay for that day and for subsequent days.

When medical evidence to support a request for use of sick leave is requested, the employee must provide such documentation to the designated individual within three (3) business days. Failure to provide requested documentation may lead to disciplinary action.