

Employee Benefits

Sick Pay

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LAST

PURPOSE: To set policy regarding the accrual and use of sick time for staff employees absent from work due to non-occupational illness or injury.

RESPONSIBILITY: The Vice President for Human Resources is to ensure compliance with this policy. The schools and operating units shall implement this policy.

APPLICABILITY: This policy applies to all regular full-time staff employees (non-faculty) and part-time staff employees working 20 or more hours per week. This policy also applies to temporary full-time staff with six (6) months of continuous service (no break in service).

REFERENCES:

Attendance Control - Policy # 30-01-50-40:00

Death in the Immediate Family - Policy # 30-01-40-20:00

Medical/FMLA Leave of Absence - Policy # 30-01-40-40:00

Staff Leave Donation Program – Policy # 30-01-40-40:20

POLICY:

Full time staff employees, unionized and non-unionized, shall accrue sick time as follows:

- 35 hour staff – seven (7) hours/month
- 37.5 hour staff – seven and one-half (7.5) hours/month
- 40 hour staff – eight (8) hours/month (this includes staff working twelve (12) hour shifts)

Part time staff employees (20 hours or more per week) are eligible for sick time accruals on a pro rata basis. The formula for calculating the pro rata accrual is:

- number of hours hired to work per week compared to the number of hours of the full time position, i.e., a staff member hired to work 20 hours per week where the full time position is 40 hours per week would get 50% of the sick time accrual for 40 hour staff per month:
 $20/40 = 50\% = 4 \text{ hours/month}$.

Sick time accruals are credited the first payroll of each month and are cumulative from one year to the next with no limitation as to the amount of accumulation.

Sick time accruals are designated for use when staff is ill and unable to be present at work. Sick time accruals can also be used under the following circumstances. Refer to the policies cited

above:

- Death in the immediate family;
- Serious illness in the family;
- Staff Leave Donation Program

Staff relieved from work as authorized by Occupational Medicine Services shall continue to receive his/her base earnings for the regular work schedule for which he/she is on such authorized absence.

Staff members with five (5) or more years of service are eligible for an emergency advance of up to one (1) year's equivalent of sick time under the following circumstances:

- A. At least (20) days have been or will have been continuously used for the same emergency immediately before any of the advanced days. These days must have been used to cover absences for illness.
- B. The staff member has not been the subject of a written warning, suspension or any other discipline for attendance within the previous year. All evaluations over the last two (2) years must have been satisfactory (meets standards).
- C. The application for the advance must be approved by the department head and accompanied by acceptable documentation of the illness.
- D. The application must also be approved by the Director, Human Resources Services.

A decision not to grant a request for an emergency advance of sick leave is not grievable except as may be provided for in a collective bargaining agreement.

Confidentiality Requirements:

All medical information contained in a doctor's note submitted by a staff member is to remain strictly confidential and shared only between the supervisor and the Department of Human Resources on a "need to know" basis. Failure to maintain confidentiality will result in disciplinary action including possible termination of employment.

Under direction of the President

Vice President for Human Resources