

Procedure No. - 20.070

**SICK LEAVE AND BEREAVEMENT LEAVE**

Date Issued: 11/15/91

Date Effective: 11/30/91

Issued By: Human Resources

Policy: The university and each employee share a common concern for, on the one hand, the work that needs to be done, and on the other, the well-being of those who perform the work. Thus, it is expected that each employee comes to work when his/her health permits and remains at home when it does not.

Guidelines:

Permanent full-time employees shall be eligible for sick leave after 30 calendar days with the university. The employee shall earn and accumulate leave based on the guidelines established in the respective collective bargaining agreements.

Employees may accumulate a maximum number of sick days based on the numbers agreed upon in the collective bargaining unit agreements.

Procedures:

The employee is responsible for reporting to his/her supervisor as early as possible that he/she will be unable to report for work because of personal illness, injury, or illness and/or death in the immediate family. Unless physically impossible, this reporting should be accomplished either one (1) hour before or within the first hour of working hours for the first day of such sick leave. If an employee fails to comply with this requirement, the employee will be considered on leave without pay until it can be demonstrated to the satisfaction of his/her supervisor that it was physically impossible to have complied.

Each departmental person in charge of time sheets is responsible for keeping informal departmental records of an employee's absences and of sick leave earned and taken. This information is provided to the Human Resources Office on the weekly time sheet for each department. Human Resources is then responsible for keeping accurate records of the time used for sick leave. Paid sick leave may be granted if the time has actually been accrued or it may be granted for permanent employees who anticipate its accrual through the year. An employee may not use more than the total anticipated sick leave for the year. A

supervisor should inform the Human Resources Office whenever an employee is absent for an extended period, either paid or unpaid.

#### Leave:

Eligible employees shall be granted leave when, because of personal illness, injury, or quarantine, they are unable to perform their assigned duties.

If sick leave is claimed for three or more consecutive days, a physician's statement will be required so that the employee may continue to claim sick leave rights. For absences of less than three days, a physician's statement may be required where the university has some reason for justification. The supervisors should evaluate each case individually and determine the most appropriate action.

Up to five days of absence in any fiscal year may be charged to a staff member's accrued sick time when the illness of someone in the staff member's immediate family or household, who is regularly dependent on his/her care, requires the employee's absence from work. Immediate family is defined as the following persons residing in the employee's household: husband, wife, child, or parent of the employee. A medical statement may be required for approval.

Employees may use up to five days of sick leave for the death of a spouse, parent, step-parent, child, or stepchild and up to three days may be used for the death of a brother, sister, grandparent, grandchild, son or daughter in-law, brother or sister in-law, parent in-law, grandparent in-law, aunt, uncle, or any other relative residing in the employee's household.

Sick leave may be charged by an employee participating in a public or private alcohol or substance abuse treatment and rehabilitation program. A certificate from the physician must be presented to the Human Resources Department for verification of the employee's participation in such a program.

#### Temporary Employees:

Temporary employees are not eligible for sick leave benefits unless they have worked for 750 regular hours by the end of the last full pay period in each calendar year. If they have worked for this amount of time, they will begin to accrue time based on the earnings

structure in their respective collective bargaining units. This does not apply to furloughed employees who have returned to work and are functioning in a temporary capacity. The furloughed employee will be treated as a full-time permanent employee.