

Sick Leave Policy **Effective February 21, 2025**

Eligibility for Sick Leave (See [Eligible Benefits Chart](#))

Benefit Eligible Employees

Eligible employees shall receive 13 annual sick days to be deposited the first pay period in January. Part-time employees shall receive pro-rated sick leave based on their job FTE.

All 9/10 month employees shall receive 9 days deposited the first pay period in January. Fixed term employees receive annual sick leave at the onset of their contract (9/10 month receive 9 days).

New hires with a start date between January 1st and June 30th shall receive 13 days (prorated for part-time) effective on their first day of employment. Those hired with a start date between July 1st and December 31st shall receive 6.5 days (prorated for part-time).

Non-Benefit Eligible Employees

Temporary employees, including student employees, shall receive 1 hour of sick leave for every 30 hours of work reported. Employees may use sick leave as it accrues. Sick leave may be taken in 1 hour increments. Carryover of sick leave is capped at 72 hours (9 days) per calendar year.

Availability of Sick Leave

Available for the following purposes, sick leave covers eligible employees and members of the employee's family member:

- Personal illness, injury, quarantine, disability or mental illness.
- Medical, Dental and Vision appointments.
- Medical or psychological care or counseling for physical or psychological injury disability due to domestic or sexual assault.
- Obtain services from a victim services organization, relocation, obtain legal services or participate in any civil or criminal proceedings related to or resulting from domestic violence or sexual assault.
- Closure of primary workplace by order of a public official due to a public health emergency, care for an eligible dependent whose school or place of care has been closed by order of a public official due to a public health emergency, or if health authorities have determined the employee or eligible dependent jeopardizes the health of others by exposure.
- Time given to serve as pallbearer or to attend a funeral.
- To compensate an employee for the difference between payments received under the Worker's Disability Act and the employee's regular wages.
- Employees that are eligible for full benefits may compensate for the difference between payments received under the Short-term Disability policy and the employee's regular wages up to a maximum of 24 hours per pay period (represents 30% effort).



A “family member” is defined as:

- Biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee’s spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child
- A person to whom the employee is legally married under the laws of any state or a domestic partner
- A grandparent or grandchild
- A biological, foster, or adopted sibling
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

Documentation

Sick leave or time off without pay for medical reasons in excess of three consecutive scheduled work days may require a physician statement clarifying the need for the employee’s absence and to enable an employee to continue to claim future sick time. Before requesting a physician’s statement, departments must first discuss with Human Resources. A physician’s statement may also be required to release an employee off for more than 3 consecutive scheduled work days for medical reasons to return back to work.

At the conclusion of an employee's sick leave, the University, at its option and without cost to the employee, may require that a physician or physicians of its choosing determine, by way of examination, the employee's fitness to return to work. This will require Human Resources prior approval.

As soon as the employee knows their time off due to a non-work related injury/illness will extend past 14 calendar days, the employee must apply for salary continuation under the [Short-term Disability Policy](#). Short-term disability and sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

If short-term disability is not approved, employees may use sick time and may require a physician statement substantiating the need for extended time off.

Advance Sick Leave

Sick leave shall not be allowed in advance of being earned. When an illness, injury, or disability has used the employee's total sick leave, the employee shall be removed from the payroll until such time as work is resumed or an approved leave of absence is granted.



Carry Over of Sick Leave

There is no maximum accrual for sick leave. Unused sick leave will carry over into the next calendar year. Regular, benefits eligible employees will be allowed to carryover a maximum of 480 hours into a new calendar year. Temporary and Student Employees will be allowed to carryover a maximum of 72 hours into a new calendar year.

Sick Leave after Termination

Any unused sick leave will not be payable once an employee separates from the University. If an employee is separated from the University for less than 2 months, the employee's sick leave balance will be restored when they are re-employed with the University.