

# 1. Sick Leave (See [Eligible Benefits Chart](#))

## Eligibility for Sick Leave

### Benefit Eligible Employees

Eligible employees shall receive 13 annual sick days to be deposited the first pay period in January. Maximum accumulated sick leave is 60 days. 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 up to a maximum of 60 days. Fixed term employees receive annual sick leave at the onset of their contract (9 month receive 5 days, 10 month receive 6 days).

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

Employees on a paid/unpaid leave of absence (including short-term disability) on January 1<sup>st</sup> will receive their sick leave days once the employee returns back to work on a pro-rated basis (following the new hire pro-ration described above).

### Non-Benefit Eligible Employees

Temporary employees, excluding student employees, shall receive .029 hours of sick leave for each one (1) hour of work reported. New employees will have a 90 day waiting period after commencing employment before they can begin using sick leave. Sick leave may be taken in 15 minute increments.

## Availability of Sick Leave

Available for the following purposes, sick leave covers eligible employees and members of the employee's immediate family, who, in this instance, shall include the spouse, children, parents, foster parents, parents-in-law, siblings, grandparents, and grandchildren, legal guardianship, other dependents, or significant other (an individual with whom an employee has a continuing personal living arrangement that has existed over an extended period of time):

- Personal illness, injury, quarantine, disability or mental illness.
- Medical appointments and dental 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)

## **Documentation**

Sick leave or time off without pay for medical reasons in excess of three consecutive 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. A physician's statement may also be required to release an employee off for more than 3 consecutive 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.

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 (see [http://www.admin.mtu.edu/hro/forms/Short-term\\_Disability\\_Policy\\_1-1-12.pdf](http://www.admin.mtu.edu/hro/forms/Short-term_Disability_Policy_1-1-12.pdf)).

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**

### **Benefit Eligible Employees**

Eligible employees may carry over up to 480 hours of accrued sick leave between calendar years.

### **Non-Benefit Eligible Employees**

Temporary employees, excluding student employees, may carry over up to 40 hours of accrued sick leave between calendar years.

## **Sick Leave after Termination**

Any unused sick leave will not be payable once an employee separates from the University.