

## **SICK TIME**

It is the policy of the University to continue the salary of its employees who are unable to perform their usual work as a result of illness or accident, within the limit defined below.

Sick time may be used for the employee's absence only. Employee absence due to the illness of an employee's family member or friend must be taken as personal leave or vacation. *Such absences cannot be taken as sick time.*

*Please note: Upon termination of employment, regardless of your position and how you earn sick time, the University does not make a payment for unused sick time. The only exception to this policy concerns employees paid weekly. At the time of retirement, employees paid weekly will be eligible to receive a lump sum award of 50% of all unused accrued sick days provided they are 62 years old and have 10 years of service at the time of retirement, and they have acquired 60 days or more of accrued sick time.*

### **Sick Time for Benefits Eligible Personnel Paid Semimonthly**

All full-time, benefits eligible personnel paid on a semimonthly basis earn sick time based upon the number of years of service. Sick time is renewed annually on the employee's anniversary date of hire and is not carried over from year to year. The following table gives the specific details.

| <b>Years of Service</b>  | <b>Sick Time Earned with Full Pay</b> |
|--------------------------|---------------------------------------|
| First 2 years            | 1 calendar month per year (22 days)   |
| 3rd through the 6th year | 2 calendar months per year (44 days)  |
| 7th and subsequent years | 3 calendar months per year (66 days)  |

### **Occasional Absences for Benefits Eligible Personnel Paid Semimonthly**

Occasional absences due to illness are allowed without salary adjustment. These absences must be reported to your immediate supervisor. It is the responsibility of the supervisor to maintain accurate sick time information.

### **Prolonged Absences for Benefits Eligible Personnel Paid Semimonthly**

If you are absent due to an illness or an accident for five or more consecutive workdays, either you or your supervisor must contact HRM Benefits. You will be required to complete Sick Leave/Disability forms once your absence exceeds five consecutive workdays. Upon receipt of the completed and approved Sick Leave/Disability forms, you will be paid your salary in accordance with the above schedule until you have exhausted your sick time or have returned to work. Please refer to the Disability Programs section if your absence exceeds the number of sick days you have available.

## **Sick Time for Benefits Eligible Personnel Paid Weekly**

All benefits eligible personnel paid weekly earn sick time at the rate of one day for each complete month of service. Sick time is cumulative up to a total of 150 workdays.

## **Occasional Absences for Benefits Eligible Personnel Paid Weekly**

Occasional absences due to illness are permitted without salary adjustment provided you have accrued and have unused sick days available. You must report all absences to your supervisor. Your supervisor is responsible for maintaining a record of all your absences of one half day or more, completing and signing an Employee Absence Card, and forwarding it to the Payroll Office.

## **Prolonged Absences for Benefits Eligible Personnel Paid Weekly**

If you are absent due to an illness for five or more consecutive workdays, either you or your supervisor must contact HRM Benefits. You will be required to complete Sick Leave/Disability Forms once your absence exceeds five consecutive workdays. Upon receipt of the completed and signed Sick Leave/Disability Forms, you will continue to receive pay in accordance with the above schedule until you have exhausted your sick leave or you return to work. Please refer to Disability Programs section if your absence will exceed the number of sick days you have available.

## **Sick Leave for Staff Who Work 24 to 34 Hours Per Week and Faculty on 2/3 Time**

**Weekly payroll employees** will earn pro-rated (5 to 6.5 hours) sick time each month depending on the actual number of hours they are regularly scheduled to work. **Semimonthly payroll employees** earn pro-rated sick time based on their years of service and their regularly scheduled work hours.

## **Sick Time for Staff Who Work 17.5 to 23 Hours Per Week**

**Weekly payroll employees** will earn pro-rated (3.5 to 4.5 hours) sick time each month depending on the actual number of hours they are regularly scheduled to work. **Semimonthly payroll employees** earn pro-rated sick time based on their years of service and their regularly scheduled work hours.