5.5.b. Sick Leave

Staff: Regular staff members working 19 hours or more per week accrue sick leave on a semi-monthly basis, at a rate based on normal hours worked. Please see the accrual table for specific rates and maximum accrual. When the employee reaches the maximum, accrual stops.

Sick Leave Accrual Rates and Maximums

<table>
<thead>
<tr>
<th>Staff Member Status</th>
<th>Annual Accrual Hours</th>
<th>Days</th>
<th>Monthly Accrual</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (40 hours/week)</td>
<td>96</td>
<td>12</td>
<td>8 hrs</td>
<td>960 hrs</td>
</tr>
<tr>
<td>Part-time 30-39 hours/week</td>
<td>72</td>
<td>12</td>
<td>6 hrs</td>
<td>720 hrs</td>
</tr>
<tr>
<td>Part-time 19-29 hours/week</td>
<td>48</td>
<td>12</td>
<td>4 hrs</td>
<td>480 hrs</td>
</tr>
</tbody>
</table>

Faculty: Regular and affiliate faculty members begin with one month of sick leave and with each year of service accrue an additional one-half month up to a maximum of six months (960 hours) accrued sick leave.

Use of sick leave is governed by the following policies:

1. Time away from the office for the purpose of illness must be accurately recorded on an employee’s time card. Supervisors may not tell an employee they can “make up hours” lost for time away for sick leave.
2. Sick leave may be used for personal illness or injury or to care for an ill or injured spouse, child, or other dependent living in the employee’s home as well as care of employee’s own parents.
3. Employees may not receive cash in lieu of accrued sick leave. Accrued but unused sick leave is not paid when an employee leaves the University.
4. Employees may not transfer sick leave to another employee.
5. The accrual of sick leave ends when the maximum is reached or when the employee is off work on unpaid leave of absence, including worker’s compensation leave.
6. Employees must specifically request sick leave. Supervisors must submit approved sick leave forms to the payroll office in the pay period in which leave is taken.
7. Employees may be required to provide a doctor’s verification of illness before sick leave will be approved.
8. Staff members must call their supervisor to report illness and request sick leave within one hour or as soon as practical of their normal time to report for work. Employees working on a shift where inability to report to work may impede University operations, may be required to report illness and request sick leave prior to the beginning of the shift.
9. Non-exempt (hourly) employees should document all hours of leave due to illness. Partial days off due to illness should not be reported for exempt employees, unless the hours are intermittent leave hours requested under the provisions of the Family Medical Leave Act (FMLA). (See FMLA web page under Benefits)

One day of sick leave shall be equal to 8 hours for a full-time employee, 6 hours for an employee who works 30-39 hours a week and 4 hours for an employee working 19-29 hours a week.