

## **Policy No. 314**

**Responsible Department:** Human Resources

**Responsible Administrator:** Chief Human Resources Officer

**Effective Date:** June 2000

**Reviewed/Updated Date:** March 11, 2020

**Date of Scheduled Review:** March 2024

### **SICK LEAVE**

#### **PURPOSE**

To provide income protection for employees who, because of illness or accident of the employee or the employee's spouse, children or parents, are absent from work for limited periods.

#### **SCOPE**

This policy applies to all full-time and half-time employees.

#### **POLICY**

Sick leave may be granted and pay received for an absence within the following limits.

1. Illness of employee
  - Illness of employee's spouse
  - Illness of employee's children
  - Illness of employee's parents
  - Illness of spouse's parents
  - Birth of employee's child
2. Doctor's appointments for the above mentioned.
3. Deaths that occur in the immediate family of the employee or the employee's spouse (mother, father, mother-in-law, father-in-law, husband, wife, son, son-in-law, daughter, daughter-in-law, brother, sister, grandfather, grandmother, grandchildren).

Full-time employees accrue sick leave at the rate of 12 hours/month.

Half-time employees accrue sick leave on the same basis as full-time except it is prorated according to the number of hours worked.

Sick leave may accrue to a total of 1,040 hours, and sick leave pay may be drawn up to a maximum of 40 hours per week. At the employee's option, the total amount of pay resulting from the calculation may be spread over several weeks. For example, if an employee is eligible for 20 days (4 weeks) of accrued sick leave and must be off eight weeks for surgery, an election may be made to receive one-half pay for a total of eight weeks.

Time paid for sick leave does not count as time worked in calculating overtime for the week.

When an employee is absent as a result of injury or sickness, the employee may qualify for benefits compensable under the Workers' Compensation Act, as well as for ACU sick leave pay. When the employee qualifies for both, sick leave pay will be adjusted to ensure the employee does not receive more than 100 percent of base salary. Further, available sick leave may end earlier or later than Workers' Compensation benefits, based on university sick leave policy.

The university may require an employee to support a request for sick leave benefits with medical certification. Failure to provide a statement from a physician may lead to a denial of benefits.

Accumulated sick leave will not be paid upon termination. However, upon separation from the university, an employee may donate up to 350 hours to the Shared Leave Bank. (See Policy No. 314.1)

Serious health conditions or maternity leave may qualify an employee for leave under the Family and Medical Leave Act. For more details, refer to Policy No. 321.

When an employee has exhausted all sick leave and vacation, he/she may apply to receive leave from the Shared Leave Bank, if eligible under the Shared Leave Bank policy. (See Policy No. 314.1)

## **PROCEDURE**

These guidelines should be followed by supervisors in administering sick leave:

- **Approval of Sick Leave.** Department supervisors are expected to approve only those requests for sick leave pay that are within the allowable limits for each employee. Vacation time will be charged if more sick leave is requested than has been accumulated.
- **Maintenance of Contact.** During sick leave, an employee must maintain daily contact (before 8:30 a.m. or make other suitable arrangements) with the supervisor in order for the supervisor to know the employee's estimated date of return to work. Sick leave benefits are contingent upon maintenance of regular contact with the supervisor.
- **Physician's Release Upon Return.** Depending on the length and circumstances of an employee's illness, the supervisor may require a physician's written release before the employee may return to work.
- **Termination of Benefits.** If an employee's absence due to illness continues beyond the period covered by sick leave, the employee will be placed on medical leave of absence status without pay. At the employee's option, unused vacation may be used before transferring to medical leave of absence status.