

POLICY 10 SICK LEAVE

Rule 10.01 - Sick Leave Usage and Approval

Employees must receive approval from their supervisors to charge absences against accumulated sick leave. An employee's supervisor may require the employee to provide evidence to substantiate the reason for the absence, including a physician's certification or FMLA medical certification, if applicable, if the absence exceeds three (3) consecutive work days or if the supervisor has sufficient justification to believe that the employee does not have a valid reason for requesting sick leave. An attendance record indicating a pattern of excessive use or previous abuse of sick leave is considered sufficient justification. An employee who requests or is on extended leave for illness, injury, or disability including pregnancy may be required to visit a designated health provider or provide a medical opinion acceptable to the University for the purpose of supporting the leave, its continuance, or the employee's ability to return to work. Accrued sick leave cannot be used for vacation purposes.

Regulations

10.011 Notification of Supervisor

An employee who finds it necessary to be absent shall notify the appropriate University supervisor or a designee before the employee's next scheduled work shift if possible, consistent with unit guidelines for such notification. When it is anticipated that the absence will be for more than one (1) day, the employee shall notify the supervisor of the anticipated length of the absence to allow time to reassign specific duties during the employee's absence. Failure to make this notification to the appropriate supervisor or designee may disallow the use of sick leave.

10.012 Use of Vacation and Personal Leave When Sick Leave Accrual Exhausted

Employees will be given the option of using any accumulated and unused vacation and personal leave in lieu of an approved absence without pay.

10.013 Consistency of Application of Policy

To insure consistent and uniform application of policy in granting sick leave, supervisors and employees are encouraged to seek advice from the appropriate human resources office staff.

10.014 Family and Medical Leave

When an employee is using sick leave benefits and the absence also qualifies under the Family and Medical Leave Act, the employee's leave will be charged against his/her FMLA entitlement. The amount of sick leave used for FMLA purposes shall be reported in one-tenth of an hour increments for non-exempt employees and quarter-hour increments for exempt employees. Upon exhaustion of sick leave, unpaid leave may be available for eligible employees under the Family and Medical Leave Act if the

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Regulations (Continued)

employee has not exceeded the annual entitlement. (See Rule 11.07, Family and Medical Leave for details about eligibility and benefits.)

10.015 Shared Benefits Program

Upon exhaustion of sick leave, employees who are enrolled in the Shared Benefits Program may be eligible for additional sick leave benefits (see Rule 10.02).