

## **POLICY 10 SICK LEAVE**

### **University Policy**

Employees in trainee, apprentice, learner, provisional, or status appointments will accrue sick leave without limit at the rate of .0462 hours for each hour, exclusive of overtime, that such employees are in pay status.

Accumulated sick leave may be used for illness of, injury to, or need to obtain medical or dental consultation for the employee, the employee's spouse, civil union partner, domestic partner, children, parents, siblings, grandchildren, and grandparents. "Children" include biological, adopted, foster, stepchildren, legal wards, or those children for which an employee is standing *in loco parentis*. "Parent" is defined as biological parent, stepparent, parent-in-law, or an individual who stood *in loco parentis* to the employee. Sick leave may also be used for the above reasons for a member of the employee's household. An employee may use sick leave for pregnancy. During the 12-month period immediately following the adoption or birth of a child, sick leave may be used for a period of time, not to exceed twelve weeks, to care for that child. The use of accrued sick leave for Family and Medical Leave purposes does not extend the 12-week Family and Medical Leave entitlement.

Sick leave earned before January 1, 1984, and on or after January 1, 1998, shall be noncompensable and shall be used in full before any compensable sick leave earned between January 1, 1984, and December 31, 1997, is used.

Accrued and non-compensated sick leave shall be restored for a former employee who separates from the University in good standing and returns to employment within two (2) years.

Section 14a of the State Finance Act (30 ILCS 105/14a) provides that employees eligible to participate in the State Universities Retirement System or the Federal Retirement System are eligible for compensation at time of resignation, retirement, death, or other termination of University employment for one-half (1/2) of the unused sick leave earned between January 1, 1984, and December 31, 1997. Alternatively, accumulated unused sick leave may be used to increase creditable service in accordance with the rules of the State Universities Retirement System (40 ILCS 5/15-113.4).

Executive Order 13706 requires certain employers who contract with the federal government to provide their employees with up to fifty-six (56) hours (seven workdays) of paid sick leave annually, including for family care and absences resulting from domestic violence, sexual assault and stalking. Accordingly, employees performing work on or in connection with a federal contract that is covered by Executive Order 13706 and who are not otherwise eligible for sick leave benefits will be paid sick leave benefits in accordance with the terms of that Executive Order. The Department of Labor has noted that federal grants are excluded from the coverage of

**POLICY 10  
SICK LEAVE****University Policy (Continued)**

Executive Order 13706, as well as employees who perform work in connection with covered contracts for less than twenty percent (20%) of their hours worked in a particular workweek. The University may limit the amount of paid sick leave employees may accrue under Executive Order 13706 to 56 hours each year, but must permit those employees to carry over accrued, unused sick leave from one year to the next. The University also may limit the amount of paid sick leave employees have accrued to 56 hours at any point in time. Employees entitled to sick leave under Executive Order 13706 may use that leave for an absence resulting from (1) physical or mental illness, injury or medical condition of the employee, (2) obtaining diagnosis, care, or preventative care from a health care provider by the employee, (3) caring for the medical needs of any other individual related by blood or affinity whose close association with the staff member is the equivalent of a family relationship, or (4) domestic violence, sexual assault, or stalking, if the absence is for the purposes of medical care, to obtain additional counseling, seek relocation, seek assistance from a victim services organization, take legal action, or to assist the staff member's child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association with the staff member is the equivalent of a family relationship in engaging in any of those activities.

The President may issue rules for the administration of sick leave and provisions of the State Finance Act as the President determines to be in the interest of the University.