

POLICY 10
SICK LEAVE

Rule 10.03 - Effect of Conditions of Employment on Sick Leave Accrual

Sick leave accrued will be reviewed and adjusted any time an employee's conditions of employment are changed in order to provide equal treatment for all employees in accordance with University policy.

Regulations

10.031 Adjustments for Workweeks of Different Lengths

When an employee moves to a workweek of a different length, such as to a thirty-seven and one-half (37 1/2) hour week from a forty (40) hour week, the employee's accrued sick leave will be converted from hours to days under the workweek schedule of the former class and the days then converted to hours under the new workweek schedule.

10.032 Part-Time Benefits Rate Limit

An employee with a part-time appointment may use accumulated sick leave for the reasons set forth in Policy 10 for absences during any workweek. The actual hours worked by the employee during the workweek plus the hours charged to sick leave cannot exceed the employee's benefit rate (percent time) multiplied by the full-time work schedule of the class. (See Policy 4, Work Schedules.)

10.033 Recomputation of Sick Leave While on Extended Disability

The amount of sick leave accumulated by an employee at the time a disability begins shall be available in full to use to extend the employee's percent time appointment. An employee continues to earn sick leave while using sick leave already accumulated. If, while on an extended disability absence, the employee exhausts accrued sick leave and reaches non-pay status, the employee's benefits shall be recomputed, and appropriate credit given for any sick leave earned while an employee has been using sick leave. The leave on leave recomputation will not be credited for less than one (1) full hour. The amount of sick leave charged may not exceed the accrued balance shown at the start of the leave period plus the amount the employee earned during the reporting period.