

## **FACULTY SICK LEAVE POLICY**

### **SICK LEAVE**

All faculty are eligible for Sick Leave. Sick Leave is granted at the rate of 3.08 hours for full time faculty. Sick leave for regular part-time faculty is prorated based on the faculty's percentage of full time employment. The maximum annual accrual is 80 hours (two weeks). The maximum accrual is 760 hours.

Time in the faculty's Sick Leave Bank may be used for preventive care, or for the diagnosis, care, or treatment of an existing health condition for the faculty or a family member of the faculty. Sick Leave may also be used by a faculty who is a victim of domestic violence, sexual assault, or stalking to seek help or obtain a restraining order.

A request for sick leave should be made in advance when the faculty has a scheduled medical appointment. An absence due to an illness should be reported to the chair as soon as the faculty is able, and before the beginning of their workday.

Sick leave taken is reported each pay period to the department for which the faculty works. The designated supervisor will submit the hours to payroll. The hours used are reflected on the faculty paycheck stub, and will reduce the sick leave balance.

Each calendar year faculty may use up to one half of their annual Sick Leave accrual (40 hours maximum) to attend to the illness of the faculty's child, parent, spouse, grandparent, grandchild, sibling or any other family member covered by law.

The Sick Leave Bank is a non-vested bank and upon termination no payment will be made from it. If the faculty returns to the university as an employee in any capacity, the sick leave bank will be reinstated.