

Policy Type: Support Staff

Policy Title: Sick Leave

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to explain how sick time is earned and reported.

Policy Statement:

Sick leave is earned at the rate of eight (8) hours per month of service and will be allowed without deduction of pay.

Some positions, although full-time, do not work an entire 2,080 hours a year. The following table identifies the amount of sick time an individual will earn based on the total number of hours his/her position is scheduled to work during a fiscal year:

Hours Worked Per Year	Equated Months		Hours of Sick Time per Month	=	Sick Time Earned for Year		
					Hours	=	Days
1560 - 1679	9	X	8	=	72	=	9
1680 - 1839	10	X	8	=	80	=	10
1840 - 1959	11	X	8	=	88	=	11
1960 - 2080	12	X	8	=	96	=	12

There is no limit on the amount of sick leave days that can be accumulated; however, any employee is only allowed to use sick leave that will cover them through ninety (90) calendar days.

An employee may, under special circumstances, be granted up to ten (10) sick days in advance, less any outstanding sick days previously advanced. Requests for such advancement must be made by the employee to their immediate supervisor and must be approved by the Vice President of Administration. Sick days used before they are earned must be repaid if employment is terminated.

To report a sick leave, the employee should notify the immediate supervisor or his/her designee and, if appropriate, the switchboard operator to make arrangements for each day of sick leave. The employee and the employee's immediate supervisor may make arrangements as to the frequency of continued notification of the illness or disability.