

The sick leave 90 day (720 hours) accrual for faculty and academic staff has been loaded into employee leave buckets within our test system. Payroll plans to hold training sessions to communicate the mechanics of how the leave system works, but I anticipate there will be more policy type questions than mechanical type questions. The following excerpt is from the faculty handbook. I am listing several proposed guidelines to help administer the policy in a consistent and fair manner. I am sure there are several more issues I have not identified, but these are just a few of the items that came to mind when planning for administration of the current policy.

### **Sick Leave (Policy in Faculty Handbook)**

The following policies concerning sick leave were approved by the Board of Trustees on February 21, 1980: Academic personnel, including faculty, deans, directors, and librarians, are provided sick-leave protection up to ninety calendar days per academic year for illness or disability. The University is able to provide this liberal sick-leave policy through the cooperation of fellow faculty members who, to the extent possible, assume the instructional responsibilities of those on sick leave. For those who have long-term disability insurance, the ninety-day provision enables continuous compensation until the insurance becomes effective. Maternity leave shall be treated as any other leave for sickness or disability. Additional leave without pay, up to one year, may be granted if requested by the employee. Part-time faculty may participate in sick-leave benefits in the same proportion as their teaching assignment is to a full teaching load on a nine-month basis. Faculty may utilize sick leave for absences due to illness, injury, emergency dental or doctor appointments, or death or serious illness in the employee's immediate family.

### **Proposed Guidelines**

- 720 hours of sick leave will be accrued each January or at the time of employment
- 720 hours of sick leave shall be reinstated each January
- Sick leave must be used anytime a faculty member has to miss a class, a posted office hour, or a required campus event if the absence is due to illness
- Immediate family member shall be defined as: father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws or any individual acting as a parent or guardian of an individual
- For absences due to sick leave of five (5) or more consecutive days, an employee must furnish a certificate of illness from an attending physician.
- Faculty will now have the ability to enter military leave, jury leave, and leave without pay into this electronic system.