NUMBER: 1430

TITLE: Sick Leave Policy

APPROVED: June 12, 1975; Revised September 23, 1993; Revised December 4, 1997; Revised April 9, 1998; Revised September 9, 2005; Revised June 13, 2008; Revised June 16, 2011

It is the policy of the university to grant sick leave with pay to faculty members or administrative and professional faculty (AP faculty) when this becomes necessary during the period covered by the person's contract. Sick leave is subject to verification. Faculty with a history of frequent and/or prolonged illness may be asked to provide a health care provider's certification. Faculty must comply with a management request for verification of the need to use sick leave. Extended absences (5 workdays or more) due to illness should be discussed with the Vice President for Human Resources because of the requirements of the Family and Medical Leave Act (FMLA). Sick leave will continue until the person is able to resume his or her responsibilities, but for no longer than six months of sick leave during those months normally covered by contract for teaching and research faculty or the university's fiscal year (June 10 through the following June 9) for AP faculty.

A faculty member or AP faculty may use their sick leave, up to 10 days at a time, for an illness or death in their immediate families. Leave for this purpose may not exceed 10 days in a contract cycle for teaching and research faculty or the university's fiscal year for AP faculty. Immediate family includes parents, stepparents, spouse, domestic partner, children, stepchildren, foster children, legal ward, grandparents, siblings, stepsiblings, corresponding in-laws, and any relative, either by blood or marriage, living in the faculty member's or AP faculty member's home.

Faculty or AP faculty may use sick leave with pay for the period of absence that is certified by a physician as medically necessary because of illness, health conditions, or recuperation due to pregnancy or childbirth. Therefore, the period of absence before, during and after delivery that is certified by the attending physician as medically necessary may be charged to sick leave. Any additional period of absence that the faculty member elects to take must be taken as leave without pay. The provisions of the Family and Medical Leave Act (FMLA) apply to absences due to the birth of a child or the mother's health condition related to childbirth. The FMLA specifies the conditions under which the university is required to allow eligible faculty and AP faculty up to 12 weeks of job-protected leave (paid or unpaid) during a 12-month period for several listed reasons. Please see the Family and Medical Leave section for more specific information. All such leave should be requested in advance, or as soon as possible after an eligible need is known.

Faculty members are encouraged to carry a disability insurance policy that begins coverage after six months when sick leave is exhausted and the faculty member is removed from the payroll. Such a policy is offered through the university's Department of Human Resources. If a leave of absence without pay is granted after sick leave is exhausted, the position will be filled with a temporary appointment for the period of the leave.

The chair and/or dean, in conjunction with the faculty member, will be responsible for developing a work-management plan for hiring replacements or assigning work or teaching to others when a faculty member takes sick leave.