



OLD DOMINION UNIVERSITY

University Policy

Policy #6307

SICK LEAVE POLICY (INTERIM POLICY)

Responsible Oversight Executive: Vice President for Human Resources, Diversity, Equity, and Inclusion

Date of Current Revision or Creation: July 1, 2024

A. PURPOSE

This policy authorizes paid sick leave to teaching and research faculty members and administrative and professional faculty.

B. AUTHORITY

[Virginia Code Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Board of Visitors Policy #1430 - Sick Leave Policy](#) (Rescinded December 2021)

C. DEFINITIONS

Administrative and Professional (A/P) Faculty - Employees who perform work directly related to the management of the educational and general activities of the institution, department or subdivision or whose professional positions serve the educational, research, athletic, medical, student affairs, and development functions or activities of the institution.

Immediate Family - Immediate family of an employee which 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 A/P faculty member's home.

Teaching and Research Faculty - Employees whose work assignments primarily involve instruction, research, and scholarly activities, and who hold academic rank/titles.

D. SCOPE

This policy applies to teaching and research faculty and administrative and professional (A/P) faculty.

E. POLICY STATEMENT

It is the policy of the University to grant sick leave with pay to faculty members or administrative and professional faculty (A/P faculty) when this becomes necessary during the period covered by the person's contract.

F. PROCEDURES

1. Use of Sick Leave

- a. A faculty member or A/P 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 A/P faculty.
- b. Faculty or A/P 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 for recuperation due to pregnancy or childbirth. Any 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 is not covered by sick leave. 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. FMLA specifies the conditions under which the University is required to allow eligible faculty and A/P 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.
- c. The Department Chair and/Dean, in conjunction with the faculty member, will be responsible for hiring replacements or assigning work or teaching to others when a faculty member takes sick leave.
- d. Sick leave will continue until the person is able to resume his or her responsibilities but shall not exceed 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 A/P faculty.
- e. 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.
- f. Employees are required to inform their supervisor prior to or at the beginning of their shift each day that they will be out on sick leave and must follow departmental procedures regarding notice and approval when using sick leave. Medical appointments or other foreseeable medical issues shall be pre-scheduled as far in advance as possible and approved by the department supervisor. Use of accrued sick leave is subject to the Health Sciences Attendance policy.
- g. Extended absences (5 workdays or more) due to illness must be discussed with the Vice President for Human Resources, Diversity, Equity, and Inclusion because of the requirements of the Family and Medical Leave Act (FMLA).

2. Verification. 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.
3. Short-Term/Long-Term Disability. Paid sick leave under this policy does not provide a short-term or long-term disability benefit. Employees are encouraged to purchase a voluntary disability policy, which is offered through the Department of Human Resources.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Executive Director of Compensation and Talent Acquisition, Department of Human Resources

I. RELATED INFORMATION

[DHRM Policy #4.57- Virginia Sickness and Disability Program](#)

[DHRM Policy #4.60 - Workers' Compensation](#)

[University Policy 6050 - Family Medical Leave Act](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

_____ Date
Responsible Officer

Policy Review Committee (PRC) Approval to Proceed:

_____ Date
Chair, Policy Review Committee (PRC)

Executive Policy Review Committee (EPRC) Approval to Proceed:

_____ Date
Responsible Oversight Executive

University Counsel Approval to Proceed:

_____ Date
/s/ Allen T. Wilson
University Counsel

Presidential Approval:

_____ Date
/s/ Brian O. Hemphill, Ph.D.
President

Policy Revision Dates: July 1, 2024

Scheduled Review Date: July 1, 2025