Policy ID: ADM-HUM-14 Minor Revision13

Title: Sick Leave

Description: Eligibility for and accrual of sick leave; how and when to use it.

Category: Human Resources

Applies to: staff, faculty

Contact: Human Resources

Purpose: Sick leave is a period of time during which an employee is unable to work because of illness or injury; medical, surgical, dental or optical examinations; appointments or treatment for the employee and/or immediate family member(s); if the employee is on approved FMLA leave; or if the employee has been exposed to a contagious disease and presence at work would jeopardize the health of others.

Policy Statement:
- Eligible after the first month of employment
- Personal or family member illness, injury, or medical appointment
- 10 hours per month / 15 days per year
- 1,040 hours / 130 days maximum accrual

Glossary of Terms:

Legal Citation: Request/Approval of Leave Form; See also "Family and Medical Leave Act (FMLA)" Policy

Campus Links:

FAQs:

Formerly known as:

Approved on: 12/01/2005

Effective date: 12/01/2005

Keyword(s): sick, leave, medical, illness, injury, doctor, appointment

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