



# UNIVERSITY OF CENTRAL OKLAHOMA

**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:

**Campus Links:** [Request/Approval of Leave Form](#); See also "Family and Medical Leave Act (FMLA)" Policy

#### FAQs:

#### Formerly known as:

---

**Approved on:** 12/01/2005

**Effective date:** 12/01/2005

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

**Last review date:** 03/10/2014

**Date posted:** 10/18/2007

**Modified By:** CIRWIN

**Date Modified:** 05/10/2017