

---

Human Resources Policies

Finance

---

Date Published: 6-6-2024

## Absences Due to Illness-Sick Time Policy

Follow this and additional works at: <https://collections.uhsp.edu/humanresourcespolicies>

---



## Policy Timeline

Initial Effective Date: 4/1/2024

Frequency of Review:

Semiannually (twice per year)

Annually

Biennially (every two years)

Other: \_\_\_\_\_

Date(s) Revised:

## Policy Overview

From time-to-time employees will miss work due to illness or injury. The University provides an accrued sick time benefit intended to offer employees paid time off to deal with minor, short-term illnesses or injuries as well as allow longer-term employees enough banked leave to cover a short-term disability. Employees are expected to accurately report sick time and avoid excessive or unexcused absences. Employees may use up to five sick days per calendar year to care for ill family members in some circumstances. The University does not discriminate or retaliate against employees for taking Family and Medical Leave or having a protected disability requiring use of accrued sick time.

## Applies to: (examples—Faculty, Staff, Students, etc)

Faculty, staff

## Table of Contents: (optional; suggested for policies > 8-10 pages)

N/A

## Definitions: (optional; suggested for terms that have specialized meaning in the policy)

<u>Term</u>	<u>Definition</u>
Immediate Family	Immediate Family for the purpose of this policy includes a spouse, children (including stepchildren and foster children), mother, or father.

## **Policy Details**

From time-to-time employees will miss work due to illness or injury. The University provides an accrued sick time benefit intended to offer employees paid time off to deal with minor, short-term illnesses or injuries as well as allow longer-term employees enough banked leave to cover a short-term disability. A limited amount of time may be applied toward the care of specific family members. Employees are expected to accurately report sick time and avoid excessive or unexcused absences. The University does not discriminate or retaliate against employees for taking Family and Medical Leave or having a protected disability requiring use of accrued sick time.

### **Reporting an Absence due to Illness and/or Family Illness**

It is each employee's responsibility to report the circumstances of his/her absence including probable duration of sick time prior to the absence from work or as soon as possible. Employees may always consult Human Resources for a private discussion regarding the need or use of sick leave under this policy.

Some absences due to illness or family emergencies may not meet the requirements to qualify under this policy. Absences of greater than three consecutive days may also qualify as a serious health condition under the provisions of the Family and Medical Leave Act (see FMLA) and will require additional documentation.

### **Staff**

If a staff employee must be absent from work, he/she must notify his/her supervisor as soon as possible prior to the time scheduled to start work. The unit may develop a specific process around acceptable notification (via email, phone, etc.).

### **Faculty**

Faculty who will be unable to perform job responsibilities due to illness, should report the absence to their supervisor directly or, if unable to reach the supervisor, to another College representative in the Dean's Office as soon as possible. If a class session or lab needs to be canceled, follow department and college protocol regarding messages to students (through the Learning Management System, sign on

the classroom door, other announcement, etc.). Arrangements for coverage or cancellation of class, clerkship, or other scheduled activities are to be made through the supervisor in cooperation with other College personnel or faculty. Make arrangements for clinical site coverage through site coordinator, other site faculty and/or director of pharmacy at the site. Faculty on a leave of absence during their appointment must apply sick time during regular academic breaks while the University is open; no sick time is applied in between academic year appointments (i.e. over the summer for academic year faculty).

### **Accrual of Sick Leave**

Full-time, benefits eligible employees accrue one day of possible sick leave for each month of employment at the University (nine days per year for academic-year employees; twelve days per year for calendar-year). Employees who are full-time benefits eligible but work less than 1.0 FTE will have sick accruals prorated. These days will continue to accrue up to a maximum of three months (66 working days). Maximum accrual will be prorated for less than 1.0 FTE.

Sick days accrue only while actively at work and do not accrue during any continuous leave of absence period, paid or unpaid. Unused, accrued sick leave is not paid on separation from the University.

### **Appropriate uses of Sick Leave**

Since one of the purposes of the leave policy is to ensure employees bank time in order to have protection against loss of income due to a prolonged illness, there are limitations on when sick leave may be used. Sick time may be used for:

- An employee's short-term, less serious, or common illness. Examples of events include seasonal colds and other minor ailments where an employee does not need care beyond a single office visit and/or treatment such as a prescription. This type of event would typically only prohibit an employee from working one or two days and are likely not FMLA events. Employees with a condition that is contagious should stay home. Certain communicable diseases must be reported as per the communicable disease policy.
- Support of the employee's overall health includes diagnosis, care, or treatment of a specific illness or condition, preventive care, including dental care, or mental health care. Examples include annual visits to a primary care physician, mammograms, colonoscopies, dental care, appointments with licensed mental health counselors.

- Sick leave may also be used for employee illnesses or injuries that are chronic health conditions, more serious and or longer-term health issues. These events may involve hospital stays, multiple treatments, etc. and often exceed three days. Because these types of events generally involve a serious health condition where an individual is unable to work, this type of illness or injury may qualify for FMLA leave, which is job protected time running concurrent with paid sick time.
- To respect each employee's own commitment to family responsibilities, up to a maximum of five (5) accrued sick days from an employee's sick time bank may be used each calendar year for the care of an immediate family member who is ill. Immediate family member is defined as in FMLA meaning child, spouse, or parent. Time used for this purpose is deducted from the employee's sick leave bank. Care for family may qualify as FMLA leave. Additional time off may be requested, consistent with the Family & Medical Leave Act of 1993 and the University policies on vacation and leaves of absence.
- Some employees in specific work locations may have different or additional allowed reasons for taking paid sick leave based on the specific state or municipal regulation regarding paid sick leave (for example, Chicago Paid Leave and Paid Sick and Safe Leave Ordinance).

**Other parameters of sick time use:**

- Employees should make every effort, when possible, to schedule medical appointments to limit work disruption and submit time off requests for these appointments as soon as possible.
- Employees are expected to return to work as soon as medically possible.
- Employees may generally not use sick time to cover absences for reasons other than those listed in the policy. An employee may not use sick time when reasons listed above do not apply in lieu of using other accrued time off benefits such as vacation or personal holidays.
- When an employee has sick time available for a covered reason under the policy, they may not elect to take that time as unpaid or apply other paid time off such as vacation or floating holidays. An employee with no accrued sick time experiencing an otherwise applicable use of time may request use of vacation or floating holidays. Approval is subject to advance approval from a supervisor.
- Employees are expected to meet attendance standards for their department and not take excessive unexcused absences.
- Sick leave may not be used for bonding time with a newborn or newly adopted child even if the employee is eligible for FMLA. The University has a caregiver/parental leave paid time off benefit for this.
- Paid sick time is a privilege extended by the University. Employees who abuse this privilege may be subject to disciplinary action up to and including termination of employment.
- Terminated employees are not compensated for unused sick time.

- Sick time does not count toward overtime. An employee's sick time plus hours worked during the week cannot exceed their regularly scheduled number of hours/pay for a work week.
- Employees may never use more sick leave than they have earned.
- Questions regarding eligible use of sick time may be directed to human resources.

### **Tracking Sick Leave**

Sick time accrues each pay period and is deposited into the available bank to use after each payday. Official records are maintained by payroll and visible to employees through the Employee Self-Service portal. The amount of sick leave remaining equals days accrued minus sick days taken.

For non-exempt employees, sick time taken shall be entered in the timekeeping system and will be recorded in the minimum amount tracked by payroll. Supervisors are encouraged to work with employees who schedule medical appointments toward the beginning or end of their shift. If an employee misses only an hour or two due to an appointment they may, with supervisor's permission, make that time up during their regular workweek. In no circumstances will this cause unapproved overtime.

Exempt employees shall submit absences using the proper system, only for full or half day absences, as soon as possible. Shorter changes in an employee's schedule should be worked out with the supervisor, but generally do not require application of sick time. For example, an exempt employee can get their supervisor's approval to start an hour late after an early dental appointment.

If an employee is not available to complete the time record, the supervisor will submit the sick time for the employee (See policy on timecards/records).

### **Medical Certification**

A physician's statement verifying the illness or injury may be required after three consecutive days' absence or for any absence occurrences in excess of five per year. It may also be required at the discretion of the department chair or supervisor. Some events covered under this policy also qualify for FMLA leave and are subject to the policy on medication certification for FMLA.

### **Integration with Worker's Compensation**

The sick leave benefit may be authorized to pay a portion of time off due to illness or injury that is or will be covered by the University’s Worker’s Compensation benefit provided the injured party was not under the influence of alcohol or drugs at the time of injury and/or did not violate safety policy or procedures.

## Responsibilities


<u>Position/Office/Department</u>	
Employees	Notify supervisor of absence. Submit time off in advance, or as soon as possible. Provide necessary follow up, including medical documentation
Supervisors	Review sick time off requests and approving as appropriate. Providing notice or support to others impacted by the absence.


## Resources (required for any resource referred to in the policy)


## Policy Contacts

<u>Name</u>	<u>Contact Information</u>
Dan Bauer (AVP, HR)	<a href="mailto:Daniel.bauer@uhsp.edu">Daniel.bauer@uhsp.edu</a> , 314-446-8308

**POLICY APPROVALS**

**POC:**  **Approved as to Form**  **Not Approved**  
 POC Chair Signature:   
 Date: 5/22/2024 Daniel Bauer (May 23, 2024 07:32 PDT)

**Policy Sponsor:**  **Approved**  **Not Approved**  
 Signature:   
 Date: 5/22/2024 Daniel Bauer (May 23, 2024 07:32 PDT)

**President:**  **Approved**  **Not Approved**  
 Signature:   
 Date: Jun 6, 2024 Brian Seiz (Jun 6, 2024 10:02 CDT)

**Board of Trustees:**  **Approved**  **Not Approved**  **Not Applicable**  
 Chair Signature:  
 Date: