



## Sick Time Benefits

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| Overview          | The University recognizes that inability to work because of illness or injury may cause economic hardship. For this reason the University provides paid sick days.  |
| Eligibility       | Sick Time with pay is granted to all regular full-time and ten-month employees. Twelve-month employees scheduled for less than 37.5 hours per week on a continuing basis are considered part-time and do not accrue sick time.  |
| Earning Sick Time | <ul style="list-style-type: none"><li>• Eligible regular full-time employees accrue sick days at the rate of twelve (12) days per year, accrued one (1) day per month. Sick days may be carried over from one year to the next to a maximum of 60 days to ensure that such days are available in the event of a long-term illness. However, no employee is paid for accrued unused sick days at the time of termination.</li><li>• Eligible regular ten-month administrators accrue sick days at the rate of five (5) over the ten-month work period. Sick days may be carried over from one ten-month period to the next to a maximum of 30 days to ensure that such days are available in the event of a long-term illness. However, no employee is paid for accrued unused sick days at the time of termination.</li></ul> |
| Written Release   | A doctor's statement and release to return to work may be required after three (3) days of absence due to illness regardless of the amount of accrued sick leave.   |
| Rules             | <p>Sick pay is paid for scheduled workdays. Paid sick days do not apply to absences for any other reason, such as weather conditions or personal business. Personal time should be used for doctor's appointments.</p> <p>In the event of separation from employment, an employee is entitled only to the accrued outstanding vacation time verified by the department supervisor and the Office of Human Resources. That amount will be paid to separating employees in their final paycheck. Accordingly, money owed to John Carroll University for used vacation that has not yet been accrued will be deducted from their final paycheck.</p>   |
| Continuous Pay    | In the event that all paid sick time is exhausted, an eligible full-time employee will be required to take all personal time and vacation time before being placed in an unpaid status. At that point, upon presentation of satisfactory medical documentation and one year of continuous full-time service, the University will continue to provide 50% pay for an employee's own illness for the remainder of the leave, not to exceed six months. The 50% pay benefit is a one-time benefit which may be applied to several illnesses, but will be limited to a total of six months. Periodic medical reports will be required by the Office Human Resources, and if deemed necessary, at their sole discretion, the University may require an independent medical examination.  |