



Sick Time/Leave

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 to eligible full-time employees.

Eligible full-time regular employees accrue sick days at the rate of 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.

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.

A doctor's statement and release to return to work may be required after three days of absence due to illness regardless of the amount of accrued sick leave.

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 of Human Resources, and if deemed necessary, at their sole discretion, the university may require an independent medical examination.

For further information, contact the Office of Human Resources.

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