

Policy: Sick Leave	Policy No: I-4.1
Policy Owner(s): Human Resources	Original Date: 3/10/2006
Last Revised: 2/5/2016, 6/9/2017	Approved Date: 6/9/2017

- I. **POLICY:** This policy provides guidelines for accruing, using and reporting sick leave when an eligible employee is temporarily unable to work due to an illness or injury to themselves or an Immediate Family Member.
- II. **PURPOSE:** The sick leave policy is designed to provide income protection when an employee is temporarily absent from work due to a bona fide illness or injury, or to care for an Immediate Family Member due to a bona fide illness or injury.
- III. **SCOPE:** All full-time staff employees of John Carroll University.
- IV. **DEFINITIONS:**

Eligible Employee: Any full-time, benefits eligible staff employee.

Immediate Family Member: Means any of the following:

- 1) A spouse, as defined or recognized under State law,
- 2) A biological, adopted or foster child, a stepchild, a legal ward, or a child of a person acting as the parent, and who is either under age 18 or age 18 or older but incapable of self-care because of a mental or physical disability,
- 3) A biological, adoptive, step or foster father or mother, or any other person who acted as a parent when the employee was a child as defined above, but not including parents “in law.”

V. **PROCEDURES:**

- A. Employees who are unable to report to work or must leave work due to a bona fide illness or injury are required to notify their immediate supervisor or authorized designee at the earliest opportunity. The employee should report the probable duration of their absence, if known.
- B. Employees using sick time must notify their immediate supervisor or authorized designee every day or partial day of the sick absence, unless

prior supervisory or Human Resources approval has been granted to cover a longer period of time.

- C. Employees should make every effort to schedule medical and dental appointments outside normal working hours; however, if it is not possible to do so, sick time may be used for medical and dental appointments if approved in advance by the immediate supervisor or designee.
- D. Sick leave of three (3) consecutive work days or less normally does not require medical verification; however, verification may be required for any absence due to illness or injury if the University has a reason to need verification of the appropriateness of the absence or its duration. Failure to produce the medical verification to Human Resources within fifteen (15) calendar days of the absence after requested may result in the absence not being recorded as sick time.
- E. The employee's direct supervisor and Human Resources are responsible for retaining any documents generated for sick leave requests in separate confidential files.
- F. Use of sick time for instances not authorized by this policy, misrepresentations concerning time off taken as sick time, or any other use of sick time taken with the intent to defraud or misrepresent shall be grounds for corrective action, up to and including termination of employment.
- G. Sick time may not be used in conjunction with workers compensation during the time period when an employee is receiving payment from a qualified workers compensation claim.
- H. Sick leave is only paid for scheduled workdays. Paid sick days do not apply to absences for any other reason, such as weather conditions or personal business.
- I. The employee or employee's direct supervisor may contact Human Resources to verify eligibility and amount of accrued sick leave available in the employee's sick leave bank.
- J. Upon separation of employment, unused sick leave cannot be used as notice for resignation.
- K. Unused sick leave is not paid by the University upon termination of employment. Unused sick leave will not be reinstated to a staff member's sick leave balance if the individual exits the University and is rehired after any break in service.

VI. SICK TIME ACCRUALS:

- A. Eligible Employees accrue sick time at the rate of one (1) day per month for each full month worked during the calendar year. For example, a full-time employee who works a ten (10) month schedule would accrue ten

(10) days of sick time per year, or a full-time employee who works a twelve (12) month schedule would accrue twelve (12) days per year.

- B. Unused sick time may be carried over from one year to the next up to a maximum of sixty (60) total sick days to ensure that such days are available to cover an employee's personal medical leave in the event of an extended illness typically associated with an FMLA leave.
- C. Employees may not borrow sick time against future accruals.

VII. USAGE OF SICK TIME NOT CERTIFIED AS AN FMLA LEAVE:

- A. Up to a total of twelve accrued (12) sick days per calendar year may be used for the employee's own personal illness or injury or to aid in each employee's responsibilities regarding family medical situations involving the illness or injury of an Immediate Family Member when the employee's presence and/or assistance is necessary.
- B. Each employee is responsible for closely monitoring their use of sick time to assure sick time is available in the event of an employee's own extended personal medical leave.
- C. If an employee is not on an approved FMLA leave and exhausts his or her annual bank of twelve (12) sick days, the employee must use vacation and/or personal time prior to taking unpaid sick time.

VIII. USAGE OF SICK TIME IN CONJUNCTION WITH FMLA LEAVE:

- A. Certain sick leaves may qualify under the provisions of the Family and Medical Leave Act (FMLA). Sick time and FMLA leave run concurrently.
 - 1. If an employee is using sick time for their own illness or injury or for an Immediate Family Member's illness or injury in conjunction with a certified FMLA leave, the employee will draw from his or her total accrued sick balance for the duration of the authorized FMLA leave.
 - 2. In the event that an employee on a certified FMLA leave exhausts all accrued sick time, the employee will be required to use all personal time and then all vacation time before being placed in an unpaid leave status.

IX. SICK LEAVES GREATER THAN THREE CONSECUTIVE WORK DAYS:

- A. The employee or employee's representative is responsible for contacting the supervisor and the Human Resources Department regarding the request for sick leave of more than three (3) consecutive days.
- B. A health care provider's statement and release to return to work may be required by Human Resources after an employee is absent for more than three (3) consecutive business days or longer due to illness regardless of the employee's accrued sick leave balance.

- C. For absences associated with serious health conditions, the employee is required to submit a Request for Family and Medical Leave and Certification of Healthcare Provider form thirty (30) calendar days prior to the commencement of the leave if the leave is foreseeable, or as soon as practicable if the leave is not foreseeable.
 - 1. "As soon as practicable" ordinarily would mean at least verbal notification within two work days of when the need for leave becomes known to the employee.
 - 2. If the employee is unavailable to complete the leave request form, Human Resources may approve the leave as a certified FMLA.
- D. All documents relating to FMLA leaves must be sent to the Human Resources Department. Records and documents relating to medical certification, re-certifications, or medical conditions of employees or family members shall be maintained in separate files and treated as confidential. Supervisors and managers may be informed regarding necessary restrictions on work or duties of the employee and any necessary reasonable accommodations.
- E. The Human Resources Department will contact the individual on medical leave after thirty (30) calendar days of unpaid leave regarding continuation of employee benefits.
- F. Individuals should contact the Human Resources Department to resolve any disputes regarding sick time and/or FMLA request.

X. CROSS REFERENCES:

Sick Leave [Frequently Asked Questions](#)

Family & Medical Leave Act Policy

Workers Compensation Policy