

Policy title Sick Leave Classification Policy	Category Human Resources
Owner Human Resources	Approved by Business and Human Resources Offices

Policy statement

Sick leave is paid time away from work for illness or doctor's appointments for the employee and the employee's immediate family.

- Sick leave is accrued at the rate of one working day (8 hours) for each calendar month's employment.
- Sick leave may accumulate to an amount of time equivalent to sixty working days (480 hours). Upon reaching the 480 hour maximum, further accrual of sick leave is suspended until the employee's sick leave balance is again below the sixty working day maximum.
- Sick leave must be documented with an absence request form signed by the employee and their supervisor.
- Leave used to care for an ill immediate family member that exceeds three days requires a physician's certification of need for care in writing.
- The supervisor or Vice President of the Division may request in writing substantiation by a physician of the medical need for employee sick leave for illness or injury.
- Sick leave is used for absences resulting from work related injury or illness during times when an employee is not paid by the worker's accident insurance carrier.
- All accrued sick leave is used as part of any disability leave (see Disability Policy) and any Family Medical Leave Act (FMLA) leave (see FMLA Policy).
- Violation of the sick leave policy can result in disciplinary action up to and including termination of employment.
- Accrual and use of sick leave ceases when notice of termination of employment is received from the employee or given to the employee.
- Sick leave is not paid out at termination of employment.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.