

Requesting and Approving Sick Leave - The use of sick leave must be requested and approved in advance, except in an emergency situation. The supervisor has the authority to approve or disapprove the use of sick leave. Leave may not be used prior to it being accrued and credited to the employee. Therefore, sick leave may not be used during the pay period in which it is accrued.

In emergency situations where leave cannot be requested and approved in advance, absences should be reported as soon as possible to the employee's supervisor or designee, in the event the supervisor is unavailable. Depending on the extent of the emergency, it is acceptable for a representative to notify the supervisor on behalf of the employee, with the employee contacting the supervisor as soon thereafter as possible.

An employee who becomes ill while on approved annual leave should be allowed to use accrued sick leave to cover the period of illness. Deans/Directors should make this determination. All employees are required to submit a medical certification for the illness. This will help ensure employees within the same college/division are treated in a fair and consistent manner.

A supervisor may require a Staff employee who earned any type of compensatory leave to first use such leave before using accrued sick leave.

A supervisor may require after three (3) full or partial days of absence for medical reasons (consecutive or non-consecutive days) in any 30 calendar day period, to provide a medical certification from a health care provider before any additional absence for medical reasons will be approved.

An employee who uses leave in an amount which is less than a full hour is charged leave to the closest quarter hour, except when the leave is being used to coordinate with workers' compensation benefit payments, as specified in the Workers' Compensation procedure.

All unused sick leave accrued prior to October 1, 1973 must be used before using sick leave accrued on or after October 1, 1973.

Purposes for Sick Leave - Sick leave may be used by applicable employees for the following reasons:

- FMLA Entitlement - to care for the employee's child following birth or placement for adoption or foster care; to care for the employee's spouse, child, or parent when that family member experiences a serious health condition; or for a serious health condition that makes the employee unable to perform his/her job even with reasonable accommodations (including on-the-job injury).
- Employee's illness/injury not covered under the FMLA entitlement.
- Illness/injury of a family member not covered under the FMLA entitlement. Family member is defined as the spouse and the grandparents, parents, step parents, brothers, sisters, children, and grandchildren of both the employee and the spouse.
- Employee's medical appointments and medical appointments of family members not covered under the FMLA entitlement.
- Parental leave beyond the 12-week FMLA entitlement but not to exceed six months.
- Military leave
- Extended medical leave beyond the 12-week FMLA entitlement (includes compulsory disability leave).
- All employees are eligible to receive up to 4 days of Administrative Leave, if approved by the supervisor, for the death of an immediate family member. Additional sick days must be requested and approved by the supervisor.