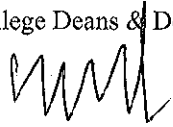


Date: August 3, 2009
To: College Deans & Department Chairs

From: Harry Hellenbrand
Provost and Vice President for Academic Affairs
Subject: Policy on Reporting of Sick Leave for Faculty

I would like to call to your attention the University's policy on sick leave for faculty. The University's policy conforms to Article 24 of the Collective Bargaining Agreement.

- a. Article 24.7 states that "a faculty unit employee may be required to provide a physician's statement or other appropriate verification for absences after three (3) consecutive days charged to sick leave..." For any extended absence due to illness, the faculty member should provide to the College Dean a written statement from a physician that explains the need for use of sick leave. In those few instances when the Dean questions the physician's statement, the University does have authority to require that the faculty member submit to a medical examination by a physician or physicians designated by the University. Fees for any such examination would be paid by the University.
- b. Article 24.15 states that "Sick leave shall be charged...from the onset of such an absence until the employee resumes attendance at the campus..." This means that if a faculty member has a Monday-Wednesday-Friday assignment and is absent due to illness on Monday, Wednesday, and Friday, the faculty member is charged for 40 hours, or 5 days, of sick leave for that week. If the faculty member returns the following Monday, no further sick leave is charged; if the faculty member does not return until the following Wednesday, an additional 16 hours, or 2 days, of sick leave would be charged. However, if the faculty member is able to perform normal duties on Tuesday (when no assigned duties are scheduled), the faculty member should telephone or otherwise notify the Department office to indicate that he/she is resuming normal activities, in which case sick leave would not be charged for Tuesday. Faculty members should be advised to return to campus, or notify the Department office if they have no assigned duties, on the day they are able to resume responsibilities, so they will not unnecessarily use sick leave.
- c. The right to extended use of sick leave applies only to cases in which the faculty member is unable, for reasons of illness, to fulfill scheduled assignments, or perform duties in a normal fashion. Prior approval, therefore, would normally not be granted for an extended term of sick leave.
- d. Approval of sick leave should be handled in the following manner:
 1. Sick leave for three or fewer days - Approval normally granted by Department Chair
 2. Sick leave for between four days and two weeks - Approval may be granted at the discretion of the Department Chair
 3. Sick leave for between two and four weeks - Requests for use of sick leave may be approved by the Dept. Chair after consultation with the College Dean
 4. Sick leave beyond four weeks - Requests for use of sick leave may be approved by the College Dean after consultation with the Associate Vice President for Faculty Affairs

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