

**To:** College Deans & Department Chairs

**Date:** August 5, 2020

**From:** Mary Beth Walker *M.B.W.*  
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 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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# Reporting Faculty Sick Leave

Office of Faculty Affairs

A faculty member is responsible for immediately reporting an absence to the department chair or appropriate administrator, and, upon returning to campus, promptly complete, sign, and return the absence form to the appropriate administrator. The faculty member may be required to provide a physician's statement or other appropriate verification for absences after three (3) consecutive days charged to sick leave. A faculty member is normally not required to provide such a statement or verification for an absence of three (3) consecutive days or less charged to sick leave.

Sick leave is charged for each academic work day from the onset of the illness/incapacity until the faculty member is available to return to work, whether or not he/she has assignments that day. Report sick leave only for those days the faculty member was not available to work at all (do not report partial sick days). Full-Time faculty are to be charged 8 hours for each academic work day they are not available to work. Part-time faculty are to be charged pro-rata (8 hours times their timebase) for each academic work day they are not available to work. Faculty are not to report sick leave for days on which they were able to fulfill part of their employment obligations. (CBA, Article 24)

	Monday	Tuesday	Wednesday	Thursday	Friday	Report Sick Leave as Follows:
<b>EXAMPLE # 1</b> (Full-time)	Class #1 Class #2 Class #3	NO CLASSES	Class #1 Class #2 Class #3	NO CLASSES	Class #1 Class #2 Class #3	Charge 8 hours of sick leave for each day not available to work (Monday through Thursday = 32 hours)
<b>EXAMPLE # 2</b> (Full-time)	Class #1 Class #2 Class #3	NO CLASSES	Class #1 Class #2 Class #3	NO CLASSES	Class #1 Class #2 Class #3	Charge 8 hours sick leave for Tuesday only. Exempt employees are not to be charged sick leave on days they worked at least part of the day.
<b>EXAMPLE # 3</b> (Part-Time)	NO CLASSES	Class #1 Class #2	NO CLASSES	Class #1 Class #2	NO CLASSES	Do not report any sick leave for this person. Exempt employees are not to be charged sick leave on days they worked at least part of the day.
<b>EXAMPLE # 4</b> (Part-Time, 6/15 timebase)	NO CLASSES	Class #1 Class #2	NO CLASSES	Class #1 Class #2	NO CLASSES	Charge sick leave for Wednesday only on a pro-rata basis (8 hours times the individual's timebase). This individual would report 3.2 hours of sick leave for Wednesday ( $8 * 6/15 = 3.2$ hours) unless he called in to say he was available to work on Wednesday.

 = Time Period Faculty Member Was Out Sick.