

Faculty Sick Leave and Attendance Policies

Similar to other state employees, faculty members are required to "certify their presence" and record their attendance and sick leave usage. For faculty, "attendance" is defined in terms of activities, which may take place in the classroom, the office, the library, a research site or other appropriate locations. Because retirement benefits are connected with the accrual of sick leave, it is particularly important that a record of sick leave usage be maintained.

Full-time academic year sick leave accrual rates:

<u>Years of Service</u>	<u>Accrual Rate</u>	<u>Semester Total</u>	
		<u>Fall</u>	<u>Spring</u>
0, 1	1.25 days per month	5.0	6.25 days
2	1.33 days per month	5.3	6.7 days
3, 4, 5	1.50 days per month	6.0	7.5 days
6	1.66 days per month	6.7	8.3 days
7	1.75 days per month	7.0	8.75 days

Part-time academic year sick leave accrual rates:

<u>Courses taught</u>	<u>Accrual Rate</u>
1 course	.25 days per month
2 courses	.5 days per month
3 courses	1.0 days per month

The maximum allowable sick leave accrual is 200 days for full or part-time employees.

NOTE: In the above chart, Years of Service 0, 1 apply to the first 12 months of service. At the beginning of the second year of service (Years of Service 2, 13 through 24 months of service) the accrual rate increases to 1.33 days per month.

Eligible employees accrue sick leave for each month of their professional obligation, provided that they are in full-pay status for the month or major portion thereof. Under the current academic year calendar, sick leave is not earned during the months of June, July or August.

Part-time academic year employees should refer to the supplemental instructions for information on accrual rates. The maximum allowable sick leave accrual is 200 days.

Sick leave accruals may be used only during the periods of professional obligation. That is, any day during the period of professional obligation on which you are not available (able) to perform any or all aspects of your full professional obligation (teaching, research, service, etc.) due to illness or injury must be charged to sick leave. During periods of leave (sabbatical, Title F, leave without pay), employees do not accrue or use sick leave.

Academic year employees are not eligible to accrue vacation leave or to observe designated legal holidays.

Family Illness or Bereavement:

The Policies of the Board of Trustees and the UUP Agreement allow employees to use up to thirty (30) days of sick leave per agreement year for absences necessitated by a death or illness in the employee's immediate family; such days are recorded as "family sick leave" (FS).

Further information regarding leaves may be found in the UUP Agreement, Article 23; the Policies of the Board of Trustees, Article XIII; and the Handbook for Faculty and Professional Staff. Questions about sick leave procedures may be directed to the Office of Human Resources.