
I. PURPOSE

The purpose of this Policy is to outline the University's policy on accruing and granting sick leave to employees who are temporarily disabled due to illness, injury, or incapacity.

illness, injury, or incapacity of the employee's spouse, dependent children, parent, and parent-in-law.

2. Full-time non-faculty, salaried employees under regular University appointment accrue one (1) day (eight [8] hours) per month sick leave for each month so employed and may accrue up to 130 working days (approximately six [6] months). Part-time non-faculty employees accrue a proportionate amount based on percentage of time worked.

10. An employee who is terminated, resigns, or retires will not be compensated for unused accrued sick leave.
11. Sick leave shall be authorized by the employee's immediate supervisor. Sick leave taken is recorded to the nearest full hour. At the end of each month, the employee submits their leave report to their supervisor or to the supervisor's proxy/delegate. The supervisor or supervisor's proxy/delegate is responsible for reviewing and approving the employee's leave report.

B. Extended Sick Leave

1. After all accrued sick leave and earned vacation have been exhausted, extended sick leave for the employee may be authorized by the President. Such extension shall not exceed 90 days for the employee.
2. It shall be the responsibility of the employee to request extended sick leave by submitting a formal, written application to the Human Resources Director wherein both the term of the requested extension and the reasons for the request are explained in detail.
3. Whenever the President allows extended sick leave, the Board of Trustees shall be informed in each instance at the next regularly scheduled Board meeting.
4. The use of extended sick leave is limited to serious or

VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: June 6, 1994

Amended: [August 6, 2004](#); [September 21, 2007](#); [July 6, 2011](#); December 7, 2012

