

## ARTICLE 17 – SICK LEAVE

17.1 Sick Leave Accrual. Full-time employees shall accrue sick leave at the rate of eight (8) hours for each completed month of service. Part-time employees shall accrue sick leave on a pro-rated basis according to the percentage their monthly schedule bears to full-time employment. Employees who are in unpaid status for more than ten (10) working days in a month will not accrue sick leave during that month. Employees may accrue an unlimited amount of sick leave.

17.2 Uses of Accrued Sick Leave.

17.2.1 Accrued sick leave may be used for the following reasons:

- (a) An employee's own illness, injury or disability;
- (b) A period of quarantine following the exposure to a contagious disease during the period when attendance on duty would jeopardize the health of others;
- (c) The need to care for a minor/dependent child, with a health condition requiring treatment or supervision;
- (d) Care for a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or emergency health condition;
- (e) Care for members of the employee's household or relatives of the employee/employee's spouse who experience an illness or injury, not including situations covered above. For purposes of care for household members or relatives, the term "relatives" is limited to spouse, child, grandchild, grandparent or parent;
- (f) Medical, dental or optical appointments for the employee or other family member where the employee's presence is required, provided that employees must make reasonable efforts to schedule such appointments at times when they will least interfere with scheduled work days and arranged in advance with his/her supervisor;
- (g) Family care emergencies:
  - i. Minor/dependent child care emergencies such as unexpected absence of regular care provider, unexpected closure of child's school, or unexpected need to pick up child at school earlier than normal provided the employee has used all accrued

compensatory time. Such use of sick leave is limited to three (3) days in a calendar year;

ii. Elder care emergencies such as the unexpected absence of a regular care provider or unexpected closure of an assisted living facility, provided the employee has used all accrued compensatory time such use of sick leave is limited to three (3) days in a calendar year;

(h) Bereavement leave;

(i) When on approved Family Medical Leave, for the continuation of employee benefits i.e. medical insurance by allowing the use of eight (8) hours of sick leave per month during periods of leave without pay;

(j) For an employee whose spouse is a member of the military who has been notified of an impending call or order to active duty or who has been deployed;

(k) To care for a spouse, son, daughter, parent, or next of kin who is suffering from a serious illness or injury arising from injuries incurred in the line of duty in the armed forces of the United States;

(l) To recover from and cope with the effects of domestic violence, sexual assault, or stalking;

(m) Parental leave

17.3 Annual Sick Leave Cash Out. In January following any year in which an employee reaches a minimum accrual of four hundred eighty (480) hours of sick leave as of December 31, the employee may request payment of any unused sick leave hours accrued during the prior calendar year; provided that employees will not be permitted to reduce their sick leave balances below four hundred eighty (480) hours through sick leave cash out. Sick leave will be cashed out at a rate of one (1) hour's pay for each four (4) hours of sick leave. Hours cashed out will be deducted from the employee's sick leave balance.

17.4 Sick Leave Notification and Medical Verification. Employees must notify their supervisor as soon as reasonably possible when they will be absent due to illness or injury. For absences of five (5) or more consecutive work days, or where there is a legitimate reason to suspect leave abuse, the University may require the employee to present a health care provider's certificate or other document verifying the need for sick leave before paid leave is authorized. In the case of suspected sick leave abuse, the University may address the performance or behavior through training or the Corrective Action and Disciplinary Action processes

17.4.1 Should an employee suffer from medical condition which causes them to miss work on a full-time, part-time, or intermittent basis, they may apply for medical

leave in accordance with this Agreement and University policies. Such time shall not be considered as under this Article section.

17.4.2 Employees who are required to provide written verification for sick leave on an ongoing basis will be notified in writing of that fact, the reason for it, and the end date for the period of required verification. Absent an ongoing concern with suspected sick leave abuse, employees will not be required to verify sick leave for more than four (4) consecutive months. The supervisor may extend the verification for an additional four (4) consecutive months at the supervisor's discretion if attendance had not improved.

17.5 Sick Leave Cash Out Upon Retirement or Death. The University will provide a post-retirement medical expense plan (VEBA) that provides for reimbursement of medical expenses to eligible individuals. Instead of cash-out of sick leave on a one (1) hour for four (4) hour basis at retirement, the University shall deposit equivalent funds in the medical expense plan. The VEBA plan will remain in effect unless ten percent (10%) of eligible employees request (in writing) not later than October 1 of any year, that the University conduct a vote to consider discontinuing VEBA.

17.6 Coordination of Benefits. An employee who sustains a work-related illness or injury that is compensable under the state workers' compensation law may select time-loss compensation exclusively or leave payments in addition to time-loss compensation. Employees who take sick leave during a period in which they receive time-loss compensation will receive full sick leave pay in addition to any time-loss payments. Employees who take annual leave during a period in which they receive time-loss compensation will receive full annual leave pay in addition to any time-loss payments. Leave for a work-related injury, covered by Workers' Compensation will run concurrently with the FML.