

ARTICLE 18
SICK LEAVE

18.1 SICK LEAVE

A. **Sick Leave Accrual**

1. Full-time employees will accrue eight (8) hours per month of sick leave.
2. Sick leave accrual will be pro-rated for less than full-time employees.
3. An employee in a leave without pay status for more than ten (10) full days total in a calendar month will not accrue any sick leave for the month.

B. **Sick Leave Uses:** Accrued sick leave may be used only for:

1. The employee's own illness, injury or disability (including disability due to pregnancy or childbirth);
2. The need to care for the employee's family member with a health condition requiring treatment or supervision;
3. Medical or dental appointments for the employee or his/her family member. The employee will make reasonable efforts to schedule such appointments at times so that they will not interfere with scheduled work days;
4. 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 of absence without pay;
5. Supplementing workers compensation payments;
6. Parental Leave as outlined in Article 21;
7. Other circumstances when authorized by the Chief Human Resource Officer.

C. **Sick Leave Utilization**

1. Sick leave reporting will reflect the amount of time actually used.
2. Accrued annual leave may be used for sick leave purposes as defined in "B" immediately above subject to all provisions of this Article.

D. **Sick Leave Reporting and Verification:** An employee must notify his/her supervisor as soon as the employee becomes aware that he/she will be absent from or late arriving to work. Failure to notify the supervisor prior to the start of the

scheduled work shift will result in unauthorized leave without pay until the employee notifies his/her supervisor, at which time the unauthorized leave may be changed to authorized leave. The University may require a written medical certificate for any sick leave absence of more than three (3) work days.

- E. **Sick Leave Annual Cash Out:** Each January, employees are eligible to receive cash on a one (1) hour for four (4) hour basis for ninety-six (96) hours or less of their accrued sick leave, if:
1. Their sick leave balance at the end of the previous calendar year exceeds four hundred and eighty (480) hours;
 2. The converted sick leave hours do not reduce their previous calendar year sick leave balance below four hundred and eighty (480) hours; and
 3. They notify Human Resource Services by January 31st that they would like to convert their sick leave hours earned during the previous calendar year, minus any sick leave hours used during the previous year, to cash.
 4. All hours converted will be deducted from the employee's sick leave balance.
- F. **Sick Leave - Former Employee:** Any former employee who is reemployed in a job classification covered under this Agreement within three (3) years of separation from the University will have their former sick leave balance restored.