


Procedure NO. 620.1
Area: Human Resources
Adopted: April 21, 2011

Certified by


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Vice President for
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SUBJECT: Sick Leave

Accrual

Monthly paid or salaried employees shall accrue sick leave credit at the rate of 10 hours per month, for each 173.33 hours of service in active pay status, including paid vacations, and sick leave, but not during a leave of absence or lay-off. Bi-weekly employees shall accrue sick leave at the rate of 4.6 hours for each eighty (80) hours of service in active pay status, including paid vacations, overtime and sick leave, but not during a leave of absence or lay-off. Temporary and Part Time employees shall be credited with sick leave as per their monthly or bi-weekly status.

Notification

Sick leave shall be charged in minimum units of one-half hour. When an employee is unable to report to work due to illness or injury, he/she shall notify his/her immediate supervisor, or designated representative, no later than the time he/she is scheduled to report to work on the first day of absence, unless emergency or other conditions make it impossible. If an employee on sick leave is convalescing at a place other than his/her current residence on file at the University, then the employee must provide the address and phone number of the place of convalescence.

Employees are required to call in each day they are out and inform their supervisor, unless the supervisor and employee member have made alternative arrangements.

Medical Documentation

Each employee learning of any illness or injury, which is likely to cause their absence from work, shall notify their supervisor as soon as the condition is known. The University may require a doctor's certification as to the period of time the employee will be absent because of the condition or anytime an employee is absent more than three (3) consecutive working days.

Abuse of Sick Leave

Six (6) separate incidents of sick leave usage in a rolling twelve (12) month period may indicate a pattern of excessive absenteeism and employees should be counseled that good

attendance is a requirement, not an option. After six (6) separate incidents of sick leave usage in a rolling twelve (12) month period, a doctor's medical certification may be required to be delivered to Human Resources for any absence, and disciplinary action may be warranted where an excessive absenteeism pattern exists.

Examples of excessive use of sick leave include, but are not limited to, using sick leave excessively on Monday and/or Friday, before or after paid holidays, before or after scheduled vacation days, on the same day or days in a week, or after scheduled overtime days, as applicable. Absences approved under the Family and Medical Leave Policy are not considered under this rule.

Examination

The University shall have the right to require any employee absent from work for three (3) consecutive work days due to sickness, illness, or injury to be examined by a physician designated by the University, at the University's expense, while absent from work, or prior to being permitted to return to work.

Separation

Accumulated sick leave of an employee, who has been separated from public service, shall be placed to his credit upon his reemployment in the public service, provided that such reemployment takes place within ten (10) years of the date on which the employee was last terminated from service.

Retirement

At the time of retirement with the University and with ten (10) years or more of service with the University, employees shall receive pay for (1/3) accrued and unused sick leave credit up to a total of 320 hours. Such payment will be based on the employee's rate of pay at the time of retirement or separation. Such payment shall be made only once to any employee.

In case of death of an employee (regardless of age or length of service at Central State University), payment of one-third (1/3) of the employee's unused sick leave shall be made to the beneficiary or estate, up to 320 hours. Such compensation shall be made at the employee's current rate of pay.

Where sick leave is requested to care for a member of the immediate family, the supervisor or department chairperson may require a physician's certificate to the effect that the presence of the employee is necessary to care for the ill person.

Compliance

Failure to comply with any of the above may result in denial of sick leave pay and/or disciplinary action.