

4.57 Sick ~~Leave~~Time Off–Interim Policy

Purpose

To outline the eligibility and usage criteria for paid sick ~~leavetime off~~ -for university employees.

Policy Statement

The ~~U~~university provides paid sick ~~leavetime off~~ -for eligible employees, which includes Academic Administrators, Faculty, Institutional Officials, Merit system staff (~~except those covered by the public safety bargaining unit~~) and Professional & Scientific (P&S) staff. For Faculty, refer to the Faculty Handbook.

Accruals

Eligible non-temporary staff ~~members~~ earn sick ~~leavetime off~~ -accruals at the rate of 12 hours for each full month of service for full-time appointments or at the pro-rata equivalent for part-time staff scheduled to work at least 20 and up to 40 hours per week. Accrual of annual sick ~~leavetime~~ -is unlimited.

Sick ~~leavetime~~ -accrues during any period of service in pay status, but does not accrue during periods of absence without pay. ~~Per Iowa Administrative Code 11-63.3, s~~Sick ~~leavetime off~~ -shall not be granted in excess of the amount accrued. In addition, sick ~~leavetime off~~ -shall not be used until after the ~~calendar month~~pay period in which it is accrued.

Usage

Sick ~~leavetime off~~ may be used for the following reasons:

- Personal illness and/or injury.
- ~~Family Caregiving, Leave:~~
- ~~Staff members may use accrued sick leave for~~defined as the care and necessary attention of ill or injured members of their ~~employee's~~ immediate family, or for the birth of their child. Staff ~~members~~ may use up to 40 hours of Family Caregiving ~~Leave~~ per year. Staff ~~members~~ may carry over up to 40 hours of unused Family Caregiving ~~Leave~~ to the next anniversary year, for a maximum utilization of 80 hours in the next anniversary year. Usage and carryover limits are pro-rated for part-time positions. ~~Any~~ additional time needed to care for ill or injured family members may be requested as vacation or compensatory time. Additional paid time off may be available for parents for the birth of a child through FMLA Policy 4.49. Eligible absences under Family Caregiving should be qualified under FMLA when ~~poss~~applicable.
- ~~Funeral, Leave:~~
- Full-time staff ~~members~~ may use up to 24 hours (or ~~a~~ pro-rated part-time equivalent) of earned sick ~~leavetime~~ per occurrence when death occurs in their ~~employee's~~ immediate family.
- ~~Pallbearer, Leave:~~

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- Full-time staff ~~members~~ may use up to 8 hours (or pro-rated part-time equivalent) of earned sick ~~leavetime~~ per occurrence when serving as a pallbearer or funeral attendant for someone who is not a member of their ~~employee's~~ immediate family.
- ~~Personal Medical or Dental Appointments.~~
- Staff ~~members~~ may use earned sick ~~leavetime~~ for personal medical or dental appointments which cannot be scheduled at times other than during working hours.
- ~~Adoption Leave:~~
- Full-time staff ~~members~~ may use up to 40 hours (or pro-rated part-time equivalent) of sick ~~leavetime~~ per occurrence during adoption. Additional paid time off options may be available for parents for the placement of a child for adoption through FMLA Policy 4.49.

Holidays falling during a period of qualified sick ~~leave-usa~~~~getime off~~ are paid as holidays and are not charged to the staff member's sick ~~leavetime~~ accumulation.

If a staff member is hospitalized while on vacation, they ~~staff member~~ may use sick ~~leavetime~~ for time actually spent in a hospital. No other change of approved vacation to sick ~~leavetime~~ is authorized.

All absences chargeable to sick ~~leavetime~~ must be authorized by appropriate ~~supervisermanagers~~/administrators. A medical certificate or other appropriate verification for sick ~~leave~~ absences and/or a return to work release may be required as deemed necessary by the ~~U~~university. Staff ~~members~~ are permitted to use compensatory time and/or vacation in lieu of sick ~~leavetime~~ when they so request.

Immediate Family Definition

Immediate family is defined, and limited to, the staff member's spouse, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the faculty or staff member's spouse, and other persons who are members of the staff member's household.

Sick ~~Leave~~ to Vacation Conversion

~~Full-time s~~Staff eligible to accrue vacation ~~and with a minimum of 240 hours of accrued sick leavetime~~ may elect to convert ~~the 12 hours of sick leavetime earned in the current month to four (4) hours of~~ vacation.

Staff who have not used sick time in the current month and have the minimum required hours of accrued sick time in that same month may elect to convert their 12 hours of sick time earned to 4 hours of vacation (or pro-rated equivalents for part-time) as follows:

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- During the first four years of employment, staff with a minimum of 80 hours of accrued sick time may elect to convert the 12 hours of sick time earned to 4 hours of vacation. All hours values noted are pro-rated for the part-time equivalent.
- After the first four years of employment, staff with a minimum of 240 hours of accrued sick time may elect to convert the 12 hours of sick time earned to 4 hours of vacation. All hours values noted are pro-rated. ~~The conversion of sick leave to vacation for the part-time equivalent employees shall be prorated.~~

Any sick ~~leavetime~~ usage in a month makes an employee ineligible to make the conversion for the ~~month pay period~~ in which the use occurs. If ~~the~~ use of sick ~~leavetime~~ reduces an eligible employee's sick ~~leavetime~~ account ~~balance~~ below 80 or 240 hours (whichever applies), the ~~account balance~~ will have to be built up to 80 or 240 hours before vacation conversion under this program is restored. Electing this conversion will increase the maximum vacation balance.

Note that Long Term Disability, if approved, does not begin until the latter of 90 working days or the date accumulated sick ~~leavetime~~ is exhausted.

Unused Sick LeaveTime Payout -

~~A~~Retirement-eligible faculty or staff, ~~member who is defined as~~ 55 years of age or older and has at least ten years of non-temporary, active service may receive up to a \$2,000 cash payment for unused sick ~~leavetime upon their retirement from the university~~. The payment is calculated by multiplying the number of hours of unused sick ~~leavetime~~ by the hourly rate of pay at the time of retirement.

Additional Resources:

FMLA Leave policy: policies.uni.edu/449

Sick ~~leavetime~~ Off benefits: <https://hrs.uni.edu/mybenefits/time-off>

Faculty Handbook: <https://provost.uni.edu/resources>

Retirement resources: <https://hrs.uni.edu/your-benefits/retire-uni>

~~This policy revision is effective July 1, 2017.~~

Human Resource Services, approved ~~April 19, 2017~~25

President's Cabinet, approved ~~May 8, 2017~~

President and Executive Management Team, approved ~~June 14, 2017~~