

FACULTY SICK LEAVE POLICY FOR THE MEDICAL CENTER

Revised 1/7/97

1. Approval of sick leave for up to two weeks (10 days) is delegated to the department chair/center or library director.
2. Approval of sick leave between two weeks and four weeks (11-20 days) is delegated to the college deans/center or library director.
3. All sick leave over four weeks (21 days) and for up to six months must be approved by the Chancellor. Sick leave with pay for more than six months requires approval by the Board of Trustees.
4. Leave for childbirth is approved under the provisions for sick leave. Delegated authority to grant leave for child birth is the same as that for sick leave. Approved leaves may begin at the time that the physician advises the faculty member to cease working, and usually do not exceed 30 working days or six calendar weeks.
5. Faculty members are entitled to twelve weeks of unpaid leave under the Family Medical Leave (FML) policy after they have been employed by the University for at least 12 months and have worked at least 1,250 hours during the previous 12 months, and for the following reasons:
 - the birth of a child of the employee and in order to care for the infant;
 - the placement of a child with the employee for adoption or foster care;
 - to care for the spouse, or child, or parent of the employee, if such person has a serious health condition; or
 - a serious health condition that makes the employee unable to perform the functions of his/her position.

In order to qualify as FML for the birth, adoption, or foster care of a child, the leave must be taken continuously; leave cannot be taken intermittently or on a reduced schedule basis.

After the establishment of a qualifying event, the dean or center/library director must designate whether the FML days are paid or unpaid. The number of paid days depends on the available vacation leave and/or the applicable sick leave days. If the faculty member is eligible for vacation leave or sick leave, either or both of these paid leaves must be used, if the qualifying event is an applicable use of that leave.

Requesting and granting FML is applicable only during the actual assignment period for faculty who are on 9-, 10-, and 11-month contracts.

Non-tenured faculty may apply for an extension of the probationary period of 26 weeks (six months) beyond the date given on the original Notice of Primary Academic Appointment and Assignment Form if they take FML of 6 weeks or more. If the total FML, during the probationary period, exceeds 26 weeks, the faculty may apply for an extension of one year beyond the date given in the original Notice of Primary Academic Appointment and Assignment.

January 10, 1997

M E M O R A N D U M

TO: Medical Center Deans

FROM: James W. Holsinger, Jr., M.D., Ph.D.
Chancellor

RE: Revised Sick Leave Policy

I am enclosing a copy of the revised Faculty Sick Leave Policy for the Medical Center. Please distribute a copy of this policy to the appropriate individuals in your College.

All sick leave must be recorded in the Faculty Data Base, even if it does not require approval by the Board of Trustees.

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enclosure

Sick leave policy for the Medical Center.doc