

Article 19

SICK LEAVE

A. PURPOSE

1. Sick leave is to be used for personal illness or disability, medical appointments with advanced approval, and, as provided below, for illness of an employee's parent, spouse, children, sibling, or of any other person who is residing in the employee's household.

A sick leave accrual period is defined as one (1) calendar month for those employees who are paid monthly or semi-monthly, and quadri-weekly (i.e., two (2) consecutive bi-weekly pay periods) for those employees who are paid bi-weekly.

2. Sick leave is paid at the employee's regular rate of pay.

B. EARNING

1. A full time employee appointed to a regular position will earn a total of nine (9) shifts of sick leave each year.
2. Casual employees shall earn sick leave in accordance with the provisions of this Article after they have worked twenty (20) shifts in a calendar month or after they have worked one-half ($\frac{1}{2}$) the working hours or more per month for six (6) consecutive months.
3. Employees must be on pay status for at least one-half ($\frac{1}{2}$) of the working hours of the month to earn sick leave credit for that month. Hours worked in excess of the employee's regular schedule are not counted as hours worked for purposes of computing sick leave credit. Sick leave is credited at the end of the month it is earned except that an employee terminating service who is eligible for sick leave shall not earn sick leave after the last day actually at work.

C. ELIGIBILITY

1. An employee may be required to submit to the University satisfactory proof of personal or family illness or disability, to receive an excused absence from work and sick leave pay.
2. Sick leave shall not be used prior to the time it is accrued. Sick leave shall not be used beyond a predetermined date of separation or predetermined date beginning a leave of absence without pay, except that a pregnant employee on approved leave without pay on the date certified by her doctor as the date on which she is no longer able to work, or the date of delivery, whichever is earlier, can use sick leave beginning with that day and continuing through the period that she is physically unable to perform the normal duties of her job.
3. Up to thirty (30) shifts of accrued sick leave per year may be used when the employee is required to be in attendance or to provide care because of serious illness of the employee's parent, spouse, children, sibling, or of any other person who is residing in the employee's household.

D. NOTICE AND PROOF OF ILLNESS

1. No sick pay shall be payable to an employee unless the employee's supervisor is notified of the illness/disability and the probable duration thereof as soon as possible, but in no event later than the beginning of the employee's shift, except when the University determines that the employee's failure to notify is due to circumstances beyond the control of the employee.
2. The University may require the employee to submit a verification, including medical verification, that the employee is unable to work for the duration of those absences because of personal/family illness or disability. The medical verification shall include a statement regarding the duration of the illness/disability, the reasons the employee was/is unable to perform assigned work, and the limitations, if any, on the employee related to the work assignment. If the University requires medical verification of the illness/disability, the University shall notify the employee that the medical verification shall be required, prior to the employee's return to work.
3. Employees who have unscheduled absences due to illness/disability on the day preceding or following a holiday shall bring a medical verification of illness/disability to the employee's supervisor on the employee's return to work in order for the absence to be authorized. Upon the employee's return to work, the University may require an employee to certify on a form provided by the University, the following information and any other information deemed pertinent to the absence, as determined by the University:
 - a. The illness/disability which prevented the employee from working, including time, dates, and circumstances, and whether or not the employee was under the care of a physician;
 - b. The amount of time lost from work in hours because of the illness/disability;
 - c. The name of the person to whom advance notice was given, and the time notice was given;
 - d. The reason, if notice was not given.
4. The University may have an employee claiming illness/disability examined by a physician or physicians of its choosing. The University shall pay the reasonable costs of any such medical examination and, when practical, shall send the employee to a physician of its choosing on the employee's work time.

E. SANCTIONS

1. Failure to provide the information described in Section D., when required, shall result in an unpaid absence from work for the period of absence and may result in an unexcused absence for the period of absence.
2. Unwarranted failure or refusal to follow medical advice in treating a disability when that failure or refusal results in an unnecessary extension of illness may result in loss of sick pay. Additionally, an employee's repeated use of sick time may result in loss of sick pay, when the University has determined that such use is abusive, and provided the University has provided written notice to the employee that sick leave

will be denied in future instances of illness irrespective of the nature or duration of illness.

F. TRANSFERABILITY OF SICK LEAVE

An employee who leaves the unit shall have any accrued sick leave transferred if the employee is moving to a University position where sick leave is accrued. An employee who leaves the unit and moves to another University position which does not accrue sick leave shall have the employee's accrued sick leave held in abeyance.