

Sick Leave Policy

The University recognizes that inability to work because of illness or injury may cause economic hardship. For this reason the University provides paid sick hours to eligible full-time employees.

Full Time Staff Employees

Employees will accrue sick hours at the rate of eight hours per month up to a maximum of 96 hours per year. Earned hours will be added to an employee's sick hour bank on the first pay of each month. Sick hours will not accrue while an employee is on Short Term Disability Leave or on an unpaid Leave of Absence.

Modified full time staff employees will accrue sick hours at the rate of 80% up to a maximum of 64 hours per fiscal year.

Unused sick hours may be accumulated to a maximum total of one thousand four hundred forty (1440) hours. There is no early cash out or payout for unused sick hours when employees leave the University.

Newly hired staff employees will begin to accrue sick hours immediately and will be eligible to use their sick hours immediately upon completion of their probationary period.

Full Time Administrative Employees

Employees will be granted 96 sick hours each year on the first pay of the fiscal year. There is no carryover of sick hours from year to year or payout for unused sick hours when employees leave the University for administrative employees.

Modified full time administrative employees will be granted sick hours at the rate of 80% up to a maximum of 64 hours per fiscal year.

Newly hired administrative employees will be granted sick hours immediately and will be eligible to use their sick hours immediately upon completion of their probationary period.

Use of Sick Hours

Sick hours can be used for the following reasons:

- Employee's own illness, injury and/or disability
- Employees own appointment with a duly-licensed health care provider, including physicians, surgeons, osteopaths, dentists, psychiatrists, counselors, etc.
- Emergency illness, injury and/or disability of an employee's spouse or dependent. Such emergency must require the attendance of the employee for home care or hospital care or be necessary due to the critical or serious condition of the family member's health.
- To bring an employee to pay for an approved qualified FMLA event.

Employees absent for more than three consecutive days will be required to produce a doctor's slip upon their return to work.

Please view [FAQ's for Paid Time Off Policies](#) for more information.