

POLICY TITLE: 60.4 Sick Leave

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### PURPOSE:

The University grants regular full-time employees leave of absence with or without pay to provide for time off from the job while they are undergoing medical care or caring for a relation covered by the Family Medical Leave Act.

### APPLICABILITY:

Full-time faculty as defined by the Kentucky State University Faculty Handbook, Section 2

Staff with 1.0 FTE (full-time equivalency) or greater are eligible for holiday pay.

Part-time staff/faculty employees, and student employees are not eligible for paid sick leave.

### POLICY STATEMENT:

Eligible full-time staff/faculty receive sick leave. At the beginning of employment, regular full-time employees are provided with sick leave. The sick leave benefit provides paid time for the employee's absence due to personal illness, injury or other short-term disability. Additionally, sick leave may be used for the care of the employee's immediate family. There is no maximum limit on the amount of paid sick leave that can be accumulated by a regular full-time employee.

Sick leave with pay is accumulated at the rate of one working day per month, for a total of 12 days per year for both full-time staff and faculty.

Part-time staff/faculty do not earn sick leave.

### PROCEDURES:

#### A. Accruing Sick Leave

1. Exempt employees (paid monthly) - Sick leave is earned on the 15th calendar day of each month. Employees who are hired on or before the 15th shall receive an accrual for that month. Employees who

terminate employment prior to the 15th shall not accrue sick leave for that month. Employees who are in an unpaid leave of absence status as of the 15th do not earn vacation leave for that month. For purposes of this policy, a leave of absence is defined as an unpaid period lasting 15 or more working days and inclusive of the 15th.

2. Nonexempt employees (paid bi-weekly) - Sick leave is earned on the 8th and the 23rd of each month. Accrual rates will be based on no more than 80 hours per pay period.

#### B. Requesting Sick Leave

1. As with vacation leave, staff members are required to get advance leave approval for such non-emergency sick leave. If the need to use sick leave prevents advance notice, calls are expected to be made to respective supervisors. Such notification shall be no later than the beginning of the work schedule on the first day of absence and on each succeeding day of absence thereafter, unless the length of absence has been established and previously approved. Please check with your supervisor or the Office of Human Resources for your department's call-in procedures.
2. Use of sick leave for full-time faculty shall be in adherence to Section 2.12.2 of [Kentucky State University Faculty Handbook](#)
3. You may use earned sick leave for the following reasons:
  - You are sick or injured;
  - You have a medical, dental, or optical appointment;
  - You are pregnant;
  - You are caring for a sick or injured member of your immediate family for a reasonable period of time;
  - You would jeopardize the health of yourself or others at work;
  - You need bonding time for birth or placement of a child

#### C. Proof of Illness Certification

1. The employee is responsible for notification to the immediate supervisor that time off is necessary due to illness under paid sick leave conditions. Certification of illness by the employee's physician is required if it is necessary for the employee to be off for illness longer than three successive days. Employees must provide the supervisor with the certification of illness in writing within two days of his/her return to work.
2. A supervisor may request certification of illness at any time if abuse of sick leave is suspected.

#### D. Accrued sick leave upon separation of employment

1. Any unused sick leave balance shall be forfeited and not paid to the employee upon separation of employment.
2. At the time of retirement, employees may receive service time credit for unused sick leave in accordance with the conversion chart maintained by the respective retirement systems, including, but not limited to Kentucky Retirement Systems (KRS) and Kentucky Teachers' Retirement System (KTRS). Service time credit is not applicable to AIG and TIAA-CREF. Actual credit is determined by the corresponding regulations of the various retirement systems.

Faculty: In this policy, full-time faculty is as defined by the Kentucky State University Faculty Handbook, Section 2.1.1.

Immediate Family: In this policy, immediate family is defined as spouse, child, step-child, brother, sister, step-