

CAMERON UNIVERSITY

Sick Leave Policy

Policy Statement

To protect against loss of earnings for absences due to short-term illness or disability, Cameron University has established a uniform sick leave policy for all benefits-eligible employees.

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Who Should Know This Policy

President
Vice Presidents
Deans
Department Chairs
Directors

Faculty
Accounting/Finance Personnel
All Employees

Responsibilities

Responsible for Policy

University Officer Responsible:

Vice President for Business and Finance

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided:

1.0 Definitions

- 1.1 Sick leave is defined for the purpose of this policy as absence from a regular work schedule caused by personal illness or temporary disability or by the sickness or temporary disability of a member of the immediate family.
- 1.2 Immediate family is defined as spouse, dependent children or parents.
- 1.3 Benefits-eligible employees are defined, for provisions of this policy, as employees holding a regular appointment and working 50 percent time or more. The sick leave benefit is not provided to employees classified with student or temporary titles or classified as a part-time employee employed to work less than 20 hours per week.

2.0 Qualifying for Payment of Sick Leave

- 2.1 Benefits-eligible employees will accrue sick leave.
- 2.2 Sick leave starts accruing from the day of employment and can be used, consistent with this policy, to the extent that it has been accrued.
- 2.3 Benefits-eligible employees working less than 40 hours per week will accrue sick leave benefits on a pro-rata basis.

3.0 Sick Leave Plan

- 3.1. No payment shall be made at any time for unused sick leave.
- 3.2 Employees who terminate employment with the university shall forfeit all unused sick leave.
- 3.3 Employees who transfer from one department to another department within the university will take the balance of unused accumulated sick leave to the new department.
- 3.4 Employees who transfer employment between institutions of higher education within the state of Oklahoma are eligible to have all earned sick leave transferred. The employee will notify the supervisor of the existence of a sick leave balance within 30 days of employment.
- 3.5 An appointment ending date which was on record at the inception of an illness or disability will supersede any leave without pay, return from leave, or job guarantee considerations in this policy.
- 3.6 Employees who are members of the Oklahoma Teachers' Retirement System (OTRS) may be able to use unused sick leave to receive additional service credit for OTRS retirement benefits.
 - 3.6.1 The possibility of additional service credit is governed by rules and regulations of OTRS

and is not awarded or regulated by Cameron University. Cameron University facilitates the possibility of additional service credit by maintaining centralized records of sick leave accrual and usage.

- 3.7 Benefits and provisions under this sick leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act, and Long-Term Disability.

4.0 Sick Leave Accrual

- 4.1 All benefits-eligible employees working 40 hours per week shall accrue sick leave with pay at the rate of 12 hours per month over the member's appointment period not to exceed a maximum accrual of 1,440 hours.
- 4.2 Sick leave may be granted at a proportionate rate for regular faculty and staff not working 40 hours per week, provided they are working 20 hours or more per week.

5.0 Use of Sick Leave

- 5.1 Sick leave is available, to the extent that it is earned, for personal illness or incapacity of the employee or the employee's immediate family.
- 5.2 Seventy-two hours per fiscal year, or one-half of an employee's annual accrual, whichever is less, of earned sick leave may be used for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated. An employee may request an exception to the annual limit of 72 hours if the immediate family member's medical condition involves a catastrophic or life-threatening medical condition requiring the employee to be absent from work for a period of 10 or more working days. The request should be submitted to the employee's supervisor. The employee's supervisor will review the application and forward his/her recommendation to the Human Resources Office. The Director of Human Resources will review the information and make a recommendation to the appropriate Executive Council member, who will make a recommendation to the President.
- 5.3 The supervisor will require the staff member to furnish certification of illness or disabling injury if the period of absence requested exceeds three consecutive workdays. Falsification of such information shall be cause for dismissal with appropriate adjustment in pay.
- 5.4 The supervisor may require the employee to furnish satisfactory proof of the need to care for a member of the immediate family who is ill or incapacitated if the period requested exceeds three consecutive work days.
- 5.5 Timely notification of absence due to personal or immediate family illness or injury shall be given to the appropriate supervisor by the staff member or his/her representative on the first day the employee fails to report to work. Failure to give such notice may be considered as cause for disciplinary action.

- 5.6 All sick leave used shall be reported with appropriate documentation by employees to the supervisor. Employees will report sick leave used on the appropriate time sheet and/or leave request report.
- 5.7 Sick leave may be used for personal or an immediate family member's appointments with a doctor, dentist or other recognized licensed medical practitioner. Whenever possible, such appointments should be scheduled in coordination with the work schedule. In no case shall the length of time exceed the extent of time required to complete such appointment.
- 5.8 In the case of illness while on paid vacation, the employee shall not be allowed to use sick leave to cover the period of illness unless the illness can be certified by a physician as a serious health condition.
- 5.9 Sick leave accrual may not be anticipated. Employees may use only the amount of sick leave which has been earned and credited prior to that pay period.

6.0 Maternity/ Paternity Leave

- 6.1 Employees eligible for leave under the Family Medical Leave Act are entitled to leave for the birth of a child, care for a newborn child within one year of birth, or for a period of incapacity due to pregnancy or for prenatal care. For information regarding maternity/paternity leave, please see Cameron University's Family and Medical Leave Act policy.
- 6.2 Employees who do not qualify for Family and Medical Leave will be extended sick leave when there is medical justification for the employee's absence only. The option of whether to grant additional leave, beyond that which has been determined as medically justifiable for the employee's absence, will be at the discretion of the supervisor. Additional leave, if granted, will be either annual leave or leave without pay.
- 6.3 Employees shall not be penalized in their condition of employment because they require time away from work for maternity/paternity leave purposes.

7.0 Exhaustion of Sick Leave

- 7.1 Sick leave cannot be taken in advance of accrual. Reporting of sick leave taken in excess of that accrued will result in automatic adjustments to annual leave or compensatory leave balances as part of the payroll process. In no case will an employee be paid for leave in excess of the total number of leave hours available.
- 7.2 At any time in which the supervisor becomes aware that the staff member's total leave balance is reduced to zero, the supervisor should notify the Human Resources Office.

8.0 Sick Leave Records

- 8.1 Under the Fair Labor Standards Act, all employees are required to report sick leave taken even if they do not report hours of work.

- 8.2 For faculty members, sick leave shall be applied in accordance with the Cameron University Faculty Handbook (Section 5.8.8.D).
- 8.3 Leave accrued, leave taken, and current accrual balances as maintained in the payroll system are available on the employee tab in Aggie Access.

Contacts

Policy Questions: Human Resources Office, (580) 581-2245

Policy History

Policy

Issue Date:	June 23, 2004
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