

# SICK LEAVE

**POLICY NUMBER:** ADM-SICKLEAVE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** CHIEF HUMAN RESOURCES OFFICER

**RESPONSIBLE OFFICE:** HUMAN RESOURCES

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 7/02/2019

**NEXT REVIEW DATE:** PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 7/02/2023

**SUPERSEDES POLICY:** TEMPORARY DISABILITY – 1/16/2009

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

### Sick Leave

Sick leave is accrued and may be paid to an eligible employee for an occasional absence, family medical leave, or medical leave. Since sick leave is used for all such absences, it is important to recognize the value of accumulating as much sick leave as possible to cover not only the occasional absence, but also the need for longer-term absences due to parental leave, surgery, or to care for covered family members. There is no limit to the amount of sick leave that can be accrued.

Accrued sick leave is not paid out upon separation or retirement. Staff members in a Kentucky Employees Retirement (KERS) plan **MAY** be eligible to apply unused sick leave accruals upon retirement. Please refer to current KERS regulations to determine your eligibility:

<https://kyret.ky.gov/Members/Pages/Members.aspx>.

### Occasional Absence

Employees are expected to come to work as scheduled, perform their job well, and maintain good attendance. From time to time, it may be necessary for an employee to miss work due to personal illness/injury or to care for covered family members due to illness/injury. Covered family members include the employee's spouse, child and/or in loco parentis dependents, or parent and/or in loco parentis parents. This policy covers absences for such reasons when the required absence is three (3) consecutive days or fewer or does not require the regular care of a physician. Illnesses longer than 3 consecutive days may be eligible for Family Medical Leave (FMLA) and require notification to the HR Leave Administrator. An employee must follow the call-in and notification procedures of the employee's department for such absences. Notification should be provided before the start of the employee's normal work hours.

An occasional absence may also be used for medical or dental appointments for the employee or covered family member. Such appointments should be scheduled in advance (unless an emergency) and are subject to approval by the employee's supervisor.

An occasional absence must be reported as follows:

- Exempt employees must report if the time missed is three (3) hours or more. Sick leave can only be taken in full or half day increments for Exempt employees, unless in conjunction with Family Medical Leave.

- Non-exempt employees must report all occasional absence time on the same basis as work hours, in closest 15-minute increment.

An employee will be paid for occasional absences through the use of accrued sick leave. If an employee has exhausted all sick leave, it may be possible to use accrued vacation leave to continue to receive pay with approval from the employee's supervisor.

## II. ENTITIES AFFECTED

This policy applies to all administrators, faculty, and staff eligible to accrue sick leave.

## III. DEFINITIONS

**Covered Family Members:** The employee's spouse, child, and parents, including in loco parentis dependents or parents.

**In Loco Parentis (In Place of Parent):** A person who has the day-to-day responsibilities for the care and financial support of a child, or persons who had such a responsibility for the employee when the employee was a child—a biological or legal relationship is not necessary. An employee with no biological or legal relationship to a child can stand in loco parentis to that child and is eligible for Family Medical Leave (FML) (for example, an uncle who cares for his sister's children while she serves on active military duty, or a person who is co-parenting a child with a same-sex partner). Also, eligible employees may take FML to care for a person who stood in loco parentis when they were a child. (See [Administrator's Interpretation No. 2010-3](#) and [Fact Sheet #28B](#) and [Fact Sheet #28C](#)).

**Medical Documentation:** NKU reserves the right to require medical documentation for use of sick leave, paid or unpaid. Failure to provide requested documentation may result in the inability to use accrued paid sick leave.

**Overtime Pay:** Sick leave is not time worked and is not included in the total hours worked for calculation of overtime pay.

**Probationary Period (applies to staff only):** A staff employee begins accruing sick leave immediately upon hire/rehire but may not use paid sick leave until completing the 90-day probationary period. Any occasional absence incurred prior to completion of the probationary period will be unpaid.

### **Sick Leave Accrual:**

**Faculty:** Academic year faculty accrue sick leave at the outset of the new academic year, generally in August. A total of 12 days (90 hours) is accrued in the first pay of the new academic year. New academic faculty members having no accrued sick leave will have 45 hours credited to them at the beginning of their annual appointment; the remaining 45 hours will be credited as they accumulate monthly for the remaining half of the contract year (see [Faculty Handbook, section 12.6](#)). Fiscal year faculty members accrue one (1) sick day per month. Accrued sick leave is retained by a faculty member moving between academic year and fiscal year pay groups as well as moving to a staff position.

**Administrators and Staff:** Administrators and Staff accrue the equivalent of one (1) sick day per month whether the employee is paid on a biweekly or monthly basis. An administrator or

staff member moving to another department retains accrued sick leave. In addition, a staff member moving to a faculty position retains accrued sick leave.

**Vacation:** Staff and fiscal year faculty may not use sick leave while on a scheduled vacation.

**Workers Compensation:** An employee receiving approved workers compensation pay receives only partial pay from NKU and does not accrue sick leave for unpaid hours.

#### IV. RESPONSIBILITIES

**Employee:** The employee is responsible for reporting sick leave appropriately through the time management system or as required by the employee's time administrator.

**Supervisor/Manager:** The supervisor/manager is responsible for approving the employee's use of sick leave in the time management system. This includes making sure that time is coded correctly when the employee is on a Family Medical Leave or Medical Leave.

**Time Administrator:** The time administrator is responsible for recording sick leave as necessary for the employee and following the HR Leave Administrator's instructions for an employee on Family Medical Leave or Medical Leave.

#### V. REFERENCES AND RELATED MATERIALS

##### RELATED POLICIES

Medical Leave (FML and Other Medical) policy: <https://inside.nku.edu/policy/policies/azlisting.html>

NKU Faculty Policies and Procedures Handbook:

<https://www.nku.edu/academicaffairs/resources/faculty/handbook.html> (NKU login required)

- Section 12.6 - Paid Leave for Illness, Temporary Disability, or Maternity Leave
- Section 12.7 - Unpaid Sick Leave

##### REVISION HISTORY

| REVISION TYPE                              | MONTH/YEAR APPROVED |
|--|---------------------|
| Revision – Supersedes Temporary Disability | July 2, 2019        |
| New Policy – Temporary Disability          | January 16, 2009    |
|  |                     |

# SICK LEAVE

## PRESIDENTIAL APPROVAL

|                                 |                     |
|---------------------------------|---------------------|
| <b>PRESIDENT</b>                |                     |
| Signature: <u>Ashish Vaidya</u> | Date: <u>7/2/19</u> |
| Ashish Vaidya                   |                     |

## BOARD OF REGENTS APPROVAL

|  |                      |
|--|----------------------|
| <b>BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)</b>  |                      |
| <input checked="" type="checkbox"/> This policy was forwarded to the Board of Regents on the <b>Presidential Report (information only)</b> .<br>Date of Board of Regents meeting at which this policy was reported: <u>9 / 11 / 19</u> . |                      |
| <input type="checkbox"/> This policy was forwarded to the Board of Regents as a <b>Presidential Recommendation (consent agenda/voting item)</b> .  |                      |
| <input type="checkbox"/> The Board of Regents approved this policy on ____/____/____.<br>(Attach a copy of Board of Regents meeting minutes showing approval of policy.)   |                      |
| <input type="checkbox"/> The Board of Regents rejected this policy on ____/____/____.<br>(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)  |                      |
| <b>SECRETARY TO THE BOARD OF REGENTS</b>   |                      |
| Signature: <u>Bonita Brown</u>   | Date: <u>9/18/19</u> |
| Print Name: <u>Bonita Brown</u>  |                      |