

STUDENT/TEMPORARY/CASUAL/SEASONAL EMPLOYEE SICK LEAVE POLICY

Eligibility:

- As of July 1, 2015 a sick leave benefit is available for employees currently not covered under a sick leave benefit due to their employment status.

Accrual:

- On July 1, 2015, current employees will receive an annual accrual of 24 hours of sick leave.
- Employees hired after July 1, 2015 will receive an accrual of 24 hours of sick leave on their date of hire.
- Accruals are added to the employee sick leave account each July until the maximum accrual is reached.
- If the Employee leaves employment and is rehired within one year, any accrued sick leave balance from prior service will be reinstated.

Use:

- Employees may take sick leave for their own health condition or the health condition of a family member, including preventative treatment. "Family member" includes spouse, domestic partner, designated person, parent, child, grandparent, grandchild, and sibling. Employees may also take sick leave if they are victims of domestic violence, sexual assault, or stalking.
- Employees are expected to follow department procedures when notifying their supervisor of their need to use sick leave.

Procedures:

- When completing web time entry or a timesheet, sick leave should be indicated as sick (SIC) with the number of hours scheduled for that day and job.
- When payroll is processed, if the employee has accrued sick leave, the employee will be paid for the hours that were scheduled to work that day from their accrued sick leave balance. Once the accrued sick leave balance has been exhausted, the employee will be paid only for actual hours worked during that pay period.
- Employees may bank a maximum of 72 hours accrued sick leave.
- Accrued but unused sick leave shall not be paid out upon termination of employment.

NOTICE FOR STUDENTS PAID BY FEDERAL WORK STUDY FUNDS

- Federal work study (FWS) funds will not pay for sick leave. Time absent due to sick leave will be charged 100% to the department when employed in a FWS position and accrual is available.

Update: 06/29/2015