

APPENDIX J

UNIVERSITY OF NORTH ALABAMA

STAFF AND SERVICE EMPLOYEES' SICK LEAVE POLICY

The University of North Alabama provides staff, and service employees in certain job classifications sick leave to prevent loss of income: (a) during an illness when confined at home or in the hospital, (b) during an absence related to pregnancy and childbirth, (c) when required health-related professional services cannot be obtained outside regular work hours, (d) when caring for a seriously ill member of the immediate family, (e) during an absence due to a death in the immediate family, (f) while attending funerals, (g) while attending university classes, (h) during periods of inclement weather, and (I) while taking care of extraordinary legal or personal business matters (limited to two days per year, with the exception that vice presidents may approve an additional three days per year when circumstances warrant).

A. Accrual of Sick Leave

1. The first three months (six months for Public Safety and Group Home employees) of employment for nonexempt regular staff and service employees are considered probationary months during which time no sick leave will accrue. After the probationary period has ended and the employee is retained as a regular employee, sick leave will accrue retroactive to the first full week of employment.
2. The accrual rate of sick leave is based on employment status classifications that follow:
 - a. Full-time regular staff and service employees are entitled to 96 work hours (12 workdays) of sick leave each year at the employee's regular rate of pay. Sick leave will accrue for 52-weeks per year at the rate of 1.846 hours each week (an average of one day per month).
 - b. Full-time regular employees academic secretaries who work 12 months with designated off-periods) are entitled to 96 work hours (12 workdays) of sick leave each year at the employee's regular rate of pay. Sick leave will accrue for 52-weeks per year at the rate of 1.846 hours each week (an average of one day per month).

- c. Full-time regular employees (10 months) are entitled to 96 work hours (12 workdays) of sick leave each year at the employee's regular rate of pay. Sick leave will accrue for 52 weeks per year at the rate of 1.846 hours each week (an average of one day per month).
 - d. Full-time regular (9 months) employees are entitled to 96 work hours (12 workdays) of sick leave each year at the employee's regular rate of pay. Sick leave will accrue for 52 weeks per year at the rate of 1.846 hours each week (an average of one day per month).
 - e. Sick leave is prorated for part-time regular Kilby School Cafeteria workers based on hours worked per day and weeks worked per year.
 - f. Full-time regular Kilby School secretary (10 months) accrues sick leave as set forth for full-time regular employees in Paragraph c. above.
 - g. Half-time regular employees academic secretaries who work one-half day for 12 months with designated off-periods) are entitled to sick leave at one-half the rate for an academic secretary (see Paragraph b. above).
 - h. Part-time regular employees who work at least 20 hours per week are entitled to sick leave at one-half the rate of a full-time employee (see Paragraph a. above) or a prorated share for hours worked above 20 hours in increments of 5 hours. No one who works less than 20 hours per week is eligible for sick leave.
3. Full-time temporary staff and service employees and part-time temporary employees are not entitled to sick leave.
 4. Employees entitled to sick leave earn sick leave credit for all hours that they are considered to be in active pay status, which includes but is not limited to (a) normal work hours, (b) paid vacation, (c) paid sick leave, (d) paid jury duty leave, and (e) paid military leave.

B. Categories of Sick Leave

1. Personal leave

An employee is allowed time away from work to take care of extraordinary legal or personal business matters. Personal leave should be approved in advance, and work requirements take priority over personal leave. Only two days per year of personal leave are authorized. (The year starts on January 1 and ends on December 31.) An additional three days of leave may be approved by the appropriate vice president when circumstances warrant such action. Personal leave is charged against the accrued sick leave balance and cannot be carried over from one year to the next.

2. **On-the-job injury leave**

An employee who is injured on the job may elect to charge the absence to his or her accrued sick leave in lieu of being paid under the University's Workers' Compensation Equivalent Program. After exhausting all sick leave, the employee may request that annual leave or compensatory time be used, but such requests must be made in writing to the Office of Human Resources and Affirmative Action. Additionally, the employee may request payment under the Workers' Compensation Equivalency Program (see Appendix G, Paragraph B. 3.).

3. **Personal illness/accident leave**

An employee may take sick leave if he or she is unable to work due to illness or injury.

4. **Medical, dental, and optical appointments**

An employee may take sick leave when he or she must have health-related professional services which cannot be obtained outside regular work hours.

5. **Family illness/accident leave**

Sick leave may be used for illness or injury of an immediate family member which requires the employee's presence. Immediate family is considered to be a spouse, child, stepchild, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandson, or granddaughter. Generally the maximum amount that can be charged against sick leave for family illness/accident leave during a calendar year is 12 weeks.

6. **Bereavement leave (death of a family member)**

An employee may take time off due to a death in the immediate family and may charge the time off to sick leave. Immediate family is defined in Paragraph 5 above. Proof of relationship to the family member may be required. Generally, the maximum

amount that can be charged against sick leave for death of a family member is three days. Additional sick leave time may be granted under certain circumstances by the appropriate vice president.

7. **Funeral leave**

An employee may take sick leave to attend the funeral of family members (outside the immediate family) and friends. Time off normally is limited to one day or less for each occurrence.

8. **Maternity leave**

Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions are treated the same as disabilities caused or contributed to by other medical conditions under the University's health or disability insurance and sick and annual leave plans. Further, the policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority, reinstatement, and other benefits and privileges are applied to disability because of pregnancy, childbirth, or related medical conditions on the same terms and conditions as they are applied to other disabilities.

a. Absences for maternity reasons may be covered by either, or a combination of, sick leave, annual leave, leave without pay, and compensatory time.

i. Leave may be taken as sick leave for the period of time that a physician states that the employee is unable to work without endangering her health. Eligibility for sick leave, of course, ends on the date that a physician certifies that the employee is physically able to return to work and perform her normal duties. Should the employee exhaust all accrued sick leave before the end of the maternity leave period, the remaining time may be taken as annual leave, compensatory time, or leave without pay.

ii. An employee may be authorized up to 12 weeks of absence under the provisions of the Family and Medical Leave Act (Paragraph 7.04). The time approved beyond the authorized sick leave may be annual leave or unpaid leave of absence.

- iii. If the employee wishes to maintain an accumulated sick leave balance, maternity leave may be taken as annual leave, or leave of absence.
 - b. The commencement of leave and the duration of leave are matters to be resolved among the employee, the employee's doctor, and the employee's supervisor. An employee affected by pregnancy-related conditions is required to submit a doctor's statement concerning her inability to work before being granted leave. The employee must notify her supervisor as soon as possible in advance of the beginning date of the leave (preferably 90 days) in order for arrangements to be made for a replacement during her absence.
 - c. Usually, an employee cannot be forced to go on leave as long as she can still perform all duties required by her position. The employee is allowed to work at all times during pregnancy when she is able to do her job. Women affected by pregnancy will be treated the same as other employees on the basis of their ability to work.
 - d. While on sick or annual leave, the employee continues to accrue sick and annual leave. However, if the employee exhausts sick and annual leave and must be placed on leave of absence, or elects to take a leave of absence, the employee does not accrue sick or annual leave. While on a leave of absence the employee's benefit entitlements may change (see Paragraph 7.04 C.)
 - e. A doctor's certificate is required of the employee upon returning to work, certifying that the employee is physically able to perform her normal duties.
 - f. An employee who takes leave because of pregnancy is entitled to her same job when she is able to work if the absence does not extend beyond 12 weeks as authorized by the Family and Medical Leave Act.
 - g. Should the employee decide not to return to work after the pregnancy, a letter of resignation should be submitted as far in advance as possible.
9. **Class attendance**
Sick leave may be taken to attend classes during the workday if approved by the supervisor. The employee is allowed to take only

two classes per semester under the Remission of Course Hour Fees Benefit. (See Paragraph 7.03)

10. Inclement weather leave

Absences resulting from inclement weather may be charged against sick leave. (See Paragraph 3.09 and Paragraph A, Appendix E.)

C. Planning and Taking Sick Leave

1. Sick leave is primarily for individual sickness, sickness of a family member, or absences due to a death in the immediate family, all of which are unforeseen emergencies. Consequently, all employees should save their sick leave for such emergencies.
2. Use of sick leave for authorized nonemergencies, (e.g., medical, dental, and optical appointments) should be planned in advance and coordinated with the employee's supervisor.
3. The minimum amount of sick leave that an employee can take is one hour. Sick leave taken above one hour is in increments of one-quarter of an hour with seven minutes rounded down to the nearest quarter hour and eight minutes rounded up the nearest quarter hour.
4. Sick leave may not be used for vacation time.
5. In the event of disability, staff and service employees may use their accrued sick leave up to the date (three months rounded up to the beginning of the next month) he or she is eligible for long-term disability insurance benefits. However, employees who are disabled for a continuous period of 45 consecutive and uninterrupted calendar days are encouraged to apply for long-term disability insurance benefits. These benefits, if approved by the group insurance carrier, begin as of the first day of the month after three months of continuous disability. Eligible employees must apply for long-term disability insurance benefits through the Office of Human Resources and Affirmative Action.

D. Requesting and Reporting Sick Leave

1. Employees must notify their immediate supervisors of the necessity for taking sick leave as soon as circumstances permit. In cases other than illness, accident, and emergencies, prior approval of the immediate supervisor is required for sick leave. Personal leave requires advance approval.

2. An employee confronted with a situation requiring sick leave prior to the beginning of his or her scheduled workday is responsible for notifying his or her supervisor as soon as possible on the first day of absence, preferably before the start of the workday, but not later than two hours after the start of his or her scheduled workday. The employee is responsible for providing the supervisor with the information regarding the general nature of the illness and the expected date of return to duty. If the employee is unable to report for duty by the specified date, he or she must request additional leave by contacting his or her supervisor. The employee should notify personally his or her supervisor unless he or she is medically unable to do so.
3. Sick leave requires preparation of a leave form and supervisory approval, whether it is submitted prior to taking the leave or after the fact. Each staff and service employee is responsible for completing the Leave Request Form immediately upon returning to work, or on a weekly basis if the absence continues for more than one week.
4. Retroactive approval of sick leave may be granted when emergency circumstances warrant; however, the mere reporting of an absence will not necessarily result in favorable action.
5. All cost center heads are responsible for monitoring absences within their areas and for ensuring that leave forms are forwarded in a timely manner to the Office of Human Resources and Affirmative Action. The Office of Human Resources and Affirmative Action will maintain an individual leave file for each employee and enter the leave taken in the computer.

E. Sick Leave Carry-Over

1. Unused sick leave is carried forward on December 31 of each year. There is no limit on the number of days that can be carried forward.
2. An employee's sick leave balance is recorded on his or her monthly or biweekly paycheck stub. The leave balance may also be obtained by calling the Office of Human Resources and Affirmative Action.

F. Pay for Sick Leave

If an employee dies, payment for accrued sick leave credited to the account of the employee or 60 workdays, whichever is smaller, is paid to the employee's designated beneficiary.

G. Termination of Employment

No sick leave is paid when the employee-employer relationship ceases to exist other than:

1. Upon retirement, all unused sick leave days are certified as additional service credit to the Alabama Teachers' Retirement System.
2. Upon the death of an employee who is still in service, a death benefit equal to the unused accrued sick leave credited to the account of the employee or 60 workdays, whichever amount is smallest, is paid to the designated beneficiary of the employee, or is included in the amount reported to the Retirement System, but not both. The amount of accrued sick leave above which is not selected for payment as a death benefit is certified to the Teachers' Retirement System at the option of the beneficiary.
3. If an employee resigns his or her employment with the University and is rehired at a later date, his or her sick leave is not reinstated.
4. If an employee resigns his or her position with the University and is vested in the Alabama Teachers' Retirement System, his or her accrued sick leave is certified to the Retirement System upon his or her retirement.

H. Advanced Sick Leave

1. Upon the recommendation of the supervisor and department head, -full-time regular employees may be authorized to take small amounts of sick leave in advance of earning said leave under emergency conditions, normally not to exceed 24 hours. An additional 16 hours of sick leave may be approved by the appropriate vice president when circumstances warrant such action.
2. Part-time regular employees working less than 40 hours per week but more than 20 hours per week are authorized advanced sick leave on a prorated basis.
3. Advanced sick leave must be repaid from the next earned sick leave hours. Any sick leave time taken in advance, but not repaid with earned leave, must be repaid upon termination.

I. General Sick Leave Policies

1. Sick leave is not intended to be nor may it be used for additional annual leave time. The only allowed sick leave to be extended beyond eight consecutive work hours (one workday) is for personal illness or accident, illness, or death in the employee's immediate family which requires the attention of the employee; maternity leave; inclement weather leave; and the maximum of two personal leave days.
2. The supervisor may require the employee to provide verification of the necessity for the employee to be absent. For example, the supervisor may require a doctor's statement verifying the necessity for the employee to be absent to attend to a member of the immediate family during an illness.
3. If an employee does not have sufficient sick leave to cover an appropriate absence, such leave is reported as "Justified Leave Without Pay" for the hours the employee is short. During periods of emergency, if an employee desires that annual leave or compensatory time be used upon the exhaustion of all sick leave, the employee should notify the Office of Human Resources and Affirmative Action, in writing, prior to sick leave being exhausted.
4. If an employee is on annual leave and becomes ill, or if other circumstances occur which qualify the employee for sick leave, the leave time may be counted against sick leave, if certification is provided verifying the sickness or qualifying circumstances. If the qualifying sick leave extends beyond the employee's original authorized annual leave period, the additional leave time may be counted against accumulated sick leave.
5. If an employee is receiving sick leave benefits when a holiday occurs, he or she is not charged sick leave for the holiday. The approved leave period is not automatically extended due to the holiday.
6. If the President notifies employees in advance that a particular day or half day is designated as additional time off (holiday or inclement weather), an employee on sick leave is not charged sick leave for the time off.
7. If an employee exhausts all sick leave due to an on-the-job injury, he or she may request that annual leave be paid, but such

requests must be made in writing to the Office of Human Resources and Affirmative Action.

8. The employee's supervisor has the responsibility to insure that the employee uses sick leave for its legitimate purposes. Until the supervisor is satisfied that the employee has used sick leave properly, he or she may recommend the withholding of sick leave pay. Upon request of the supervisor, the employee may be required to show evidence of his or her illness in the form of a medical certificate from a physician. The University also reserves the right to have a physician(s) of its choice examine the employee.
9. If a person is physically able to return to work but chooses not to return to work after becoming medically fit following an illness or accident, the person has resigned his or her position. Therefore, the employer-employee relationship has terminated unless the University chooses to offer the employee an extension of time.
10. An employee may not use more than six months of consecutive sick leave, or a combination of sick leave, annual leave, leave without pay and long-term disability, and retain his or her position unless the University offers to extend this time. This does not affect the rights of the employee to draw long-term disability insurance benefits. If an employee is eligible for long-term disability benefits the provisions of Paragraph C.5. above apply.
11. Under no circumstances is sick leave converted to annual leave.
12. If the employee must be on an extended qualifying sick leave (e.g., sickness) and wishes to maintain his or her accumulated sick leave balance, the leave may be taken as annual leave.
13. Failure to communicate with the supervisor for three consecutive days regarding a request or necessity for sick leave is considered a voluntary resignation (abandonment of position) without proper notice.
14. Any employee who violates or abuses sick leave is subject to disciplinary action, including termination.
15. Employees on sick or temporary disability leave should return to work in their normal jobs as soon as medically feasible. An employee returning to work after such a leave may be requested to supply the University with a doctor's statement certifying that he or she is able to return to his or her normal duties. An

employee is not permitted to work against the advice of his or her doctor.

16. A day for sick leave purposes is considered an 8-hour day for full-time regular staff and service employees, and as the actual hours the employee was scheduled to work for regular staff and service employees who work less than 40 hours per week. To eliminate confusion, the leave taken is also recorded in hours.
17. If an employee transfers from one department to another department, he or she retains his or her accrued sick leave.
18. Sick leave or sick leave accrued at another institution or organization is not accepted by the University of North Alabama.

J. Donating Leave

For the policy pertaining to donating sick leave to another employee see Paragraph I, of Appendix I.