

BENEFIT PROGRAMS

SICK LEAVE

Full-time, regular status employees are eligible for sick leave with full pay based on sick leave accrual rates and accumulation limits during continuous service with the University. Sick leave shall accumulate at the rate of 10 hours for each month worked. The University does not place a limit on the number of sick leave hours which may be accumulated.

Employees regularly scheduled to work at least 30 hours but less than 40 hours per week shall accumulate annual leave at a prorated rate. Employees routinely working fewer than 30 hours in a given week do not accrue sick leave. **Note:** Accrual rates may be modified for any employee being compensated for less than 30 hours in a given week (contact the Human Resources Office for additional information). Absences may be charged to sick leave entitlements for an illness, injury, pregnancy, or disability which incapacitates an employee and prevents him/her from performing work-related duties, or for medical, surgical, dental, optical examinations or other medical treatments or for exposure to a contagious disease which, in the judgment of the University Nurse or Physician, would jeopardize the health of fellow employees.

Pregnancy in itself is not a disabling condition for any fixed period of time. The granting of sick-leave benefits in pregnancy situations is subject to the same conditions as other sick leave benefits. That is, an employee may use sick leave based on pregnancy, when the pregnancy causes her to be incapacitated from performing her work-related duties.

Note: Deductions from sick leave are done at one-quarter hour (15 minute) increments.

While a physician's certificate evidencing illness or disability is not required each time an employee does not report for duty because of illness or disability, the University reserves the right to require such a certificate from the employee's physician and/or a physician of the University's choosing.

Sick leave may not be earned, nor used by an employee during leave of absence without pay, during periods when an employee is not designated to work, suspension, layoff, or removal from the payroll for any reason.

Absence due to the illness of immediate members of one's family (spouse, parent, or child) may be charged to sick leave. All time lost from work because of personal illness, injury, or disability will be charged to available sick leave except as otherwise provided by University policy. Additional time as needed may be charged to earned vacation.

Time required which is incident to the death of a relative or friend (funeral leave) may be charged to available sick leave up to a total of five working days per fiscal year.

If an employee internally transfers from one department to another within the University, the employee's unused, accrued sick leave is transferred to the new budget unit. Southwestern does not credit an employee for accrued sick leave earned at another state agency.

Sick leave benefits will be coordinated with all other forms of benefits for which the University pays the cost, so that no more than 100% of the employee's current daily rate of compensation is paid for absence from work.

Any accrued (unused) sick leave shall be eliminated and not compensated upon the termination of the employee. If, however, an individual who has terminated returns to work in a position which qualifies for fringe benefits within 90 days of termination, any accrued sick leave at the time of termination shall be restored.