



Policies, Rules And Regulations

Effective Date	Date of Revision
1-27-64	10-20-71

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Issue
SICK LEAVE

All regular employees and lecturers are entitled to sick leave benefits on the basis of 4.0 hours for each completed two weeks of service or major fraction thereof, up to a maximum of 1600 hours, provided that at no time shall the accumulation for any one calendar year exceed one-hundred and four (104) hours, or the total accumulation exceed sixteen-hundred (1600). Part-time employees shall accrue sick leave benefits prorated based on the ratio of the number of hours regularly worked and forty hours.

Working days for purposes of this section, shall be interpreted to mean any day of the week, provided such day is a scheduled working day for the employee. A work week shall be interpreted to mean any five (5) days of a regular week.

Employees shall be eligible for sick leave in accordance with the provisions of this section after completion of ninety (90) days of employment.

All employees will continue to accrue 4.0 hours of sick leave credit every two weeks as long as they are on the payroll even though they are absent from duty because of illness or injury. Employees on leave of absence without pay will not receive any sick leave credit during such leave.

When an employee who has been separated from the University returns, his previous unused sick leave allowance shall be placed to his credit.

All employees may use their sick leave credit in any month of the year in which they are scheduled to be on the payroll, but only for the number of working days in such month for which they are scheduled to receive remuneration.

All absences of employees due to illness or injury will be debited against the employee's record regardless of whether or not his department absorbs the work or the institution provides a substitute. Absences chargeable to sick leave for any other reason will be considered on the basis of merit by the director of personnel.

If an employee elects to use his or her sick leave while off duty because of a compensable accident or injury (one covered by Worker's Compensation) and receive his or her regular earnings, the monetary value of the accrued sick leave will be computed at the date of injury and the same may be utilized only to the extent of the monetary difference between his or her regular earnings and his or her compensation benefits for each pay period.

Each employee, upon returning to work after any absence which is chargeable to sick leave benefits, may be required to file with the Personnel Office either a physician's statement or a sworn affidavit that the claim of absence for any of the reasons stated above is bona fide. Until such statement is filed, if requested, all absences will be considered as lost time and the employee's pay will be reduced accordingly.

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Whenever an employee has used up all of his or her sick leave credit, he or she will be removed from the payroll until he or she reports back to duty. An employee unable to work because of sickness or injury shall, upon request, be placed on leave of absence under the Medical Leave Provision after exhausting all rights to paid sick leave. The employer may require a statement from the employee's doctor if such leave extends for more than five days.

An employee who separates from school service for retirement purposes, in accordance with the provisions of the Michigan Public School Employees Retirement Fund, shall be paid for 50% of his or her unused sick leave as of the effective date of the separation. Such payments are to be made at the employee's rate of pay at the date of separation.

In case of the death of an employee, payment of 50% of the unused sick leave shall be made to the beneficiary or estate. Such payments will be made at his or her regular rate of pay as of the day of death.

Sick leave utilized by an employee for illness or injury of a member of the immediate family shall be based on the merit of the case and be limited by the following provisions:

Such use will be limited to 16 hours for any particular incident of illness or injury and to a maximum of 48 hours in any fiscal year.

"Immediate family" for purposes of this policy shall be interpreted as husband, wife, father, mother, children, sister, brother, mother-in-law, and father-in-law.

Requests for the above shall be routed through normal administrative channels and be decided by the director of personnel.

The sick leave record shall be credited with earned sick leave credit bi-weekly and debited periodically as sick leave benefits are used.

Upon approval of the supervisor, employees are allowed to use up to three (3) earned sick leave days each fiscal year for personal use.

RECORDS AND REPORTS

The sick leave record shall be credited with earned sick leave and debited periodically as sick leave benefits are earned and used.

The head of each department or division is charged with the responsibility of reporting to the Payroll Office of the University on each payroll voucher all absences in his or her department which are chargeable against sick leave credit. This will be an original record from which the Staff Benefits Office will secure the information for the permanent record.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision
Minutes of the Board of Regents, January 27, 1964, para. 3.04.22M. Minutes of the Board of Regents, October 20, 1971, para. .1039M.