

University of St. Thomas Policies

SICK LEAVE

Policy Number: H.03.04

SCOPE

All benefit-eligible staff and administrators.

PURPOSE

To provide income protection for employees who, because of illness or accident, are temporarily disabled and absent from work for limited periods of time.

POLICY/PROCEDURE

Benefit-eligible staff and administrators may receive sick leave after six months of continuous employment. Employees earn ten sick days per year, accrued on a monthly basis, up to a maximum accrual of fifteen (15) working days. No compensation is given for unused sick leave upon resignation or termination. Medical visits, dental appointments, personal illness or family illness are reasons for absences which should be charged to sick leave. "Family" is defined as spouse, dependent children or parents. An employee may be required to furnish a physician's statement concerning the nature of the sick leave if absent for three (3) or more consecutive days and/or in the case of chronic absenteeism.

Scheduled absences for medical care or family illness must be reported to the employee's supervisor prior to the commencement of the absence. Sick leave must be reported on the staff/administrator time sheet at the end of each pay period during which sick leave has been taken.

APPROVED: Dr. Robert Ivany

Date: September 1, 2010

Effective Date: September 1, 2010

Policy Area:	Benefits
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