

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 earn ten sick days per year, accrued on a monthly basis, up to a maximum accrual of fifteen (15) working days. Sick days may be used once earned and available.

Sick leave may be used for medical visits, dental appointments, personal illness or family illness. "Family" is defined as spouse, 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.

No compensation is given for unused sick leave upon resignation or termination.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 11/10/2010

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Effective Date: