

# LAKE SUPERIOR STATE UNIVERSITY

## Administrative Policy

**POLICY NUMBER: 4.1.13**  
**POLICY TITLE: SICK LEAVE**

### **1.0. POLICY STATEMENT**

This policy establishes guidelines for the administration of paid time off, referred to in this policy as Sick Leave time. It is the policy of Lake Superior State University (LSSU) to provide time off from scheduled workdays in the form of Sick Leave to full-time and part-time employees. This benefit allows employees to use their earned Sick Leave (for qualifying reasons only) to be absent from scheduled work without loss of compensation or benefits.

### **2.0. STATEMENT OF PURPOSE**

This policy establishes guidelines for the administration of Sick Leave. Sick Leave provides paid leave to employees for illness or injury to themselves or a member of their immediate family. It allows employees to take paid time off from work by using their accrued Sick Leave hours for the absent period. The rate at which an employee earns Sick Leave hours is based on the number of hours an employee works during the pay period.

### **3.0. NON-UNION SUPPORT NON-EXEMPT (Hourly- B2)**

This section applies to non-union, hourly, support positions. These employees are subject to overtime regulations.

3.1. Eligibility: Sick Leave time begins to accrue on the first date of employment. However, no employee shall be eligible for paid Sick Leave time before it accrues and before the completion of thirty (30) days of employment.

3.2. Sick Leave Accrual Rate for 12-month appointments\*:

4.0 hours per pay period (based on 80 hours paid)

\*For part-time appointments and appointments of less than 12 months, accrual is pro-rated based on actual paid hours per pay period (up to 80 hours).

NOTE: Sick Leave time will not accumulate beyond one thousand two hundred (1,200) hours. Over-time and Docked hours do not count in the calculation of Sick Leave accruals.

3.3. Documentation: All requests for time off require prior approval, when feasible, from the department head or immediate supervisor. All absences from the normal work area or schedule must be documented on the Application for Approved Absence form. A physician's statement may be required to sustain a claim of absence due to illness. The immediate supervisor and/or Human Resources reserve the right to require a physician's statement for use of Sick Leave time.

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It is the employee's responsibility to communicate an absence covered under the Sick Leave policy to their immediate supervisor at or before their scheduled start time.

At the conclusion of an employee's Sick Leave, the Employer, at its option and without cost to the employee, may require that a physician of its choosing examine the employee to determine the employee's fitness to return to his/her regular work. Employees returning from Sick Leave of more than one-week duration must provide a written release to return to work from a licensed healthcare provider.

3.4 Usage: To be compliant with wage and hour law, all leave time will be documented to the tenth of an hour (six-minute intervals). Sick Leave may be used for the following purposes:

3.4.1. Acute personal illness or incapacity over which the employee has no reasonable control, which prohibits the performance of the duties of the job.

3.4.2. Absence due to pregnancy or childbirth for the period of temporary disability, duration to be determined by the attending physician.

3.4.3. Absence from work due to quarantine by a public health officer because of exposure to contagious disease.

3.4.4. Medical and dental appointments for extraction or treatment to the extent of time required to complete such appointments (including travel time).

3.4.5. Absences required during a period of incapacitation due to confining illness, injury, or medical appointments for members of the employee's (or spouse's) immediate family or household (including foster and step), shall be limited to the following:

- a. Spouse
- b. Children
- c. Parents
- d. Grandparents
- e. Grandchildren
- f. Siblings
- g. Other Direct Dependents

3.4.6. Absences due to illness or injury to the immediate family are limited to five (5) days per incident. Additional leave may be granted in special cases subject to the approval of the Associate VP of Human Resources, providing the employee makes the request directly and explanation for the request given. The Department Head must receive authorization from the Associate VP of Human Resources for special requests prior to granting final approval.

3.4.7. Absences due to confining illness or injury to a member of an employee's (or spouse's) immediate family are limited to:

- a. Care for the family member during the period of incapacitation.
- b. Provide transportation to and from medical appointments.

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c. Provide emotional support during hospital confinement.

3.5. Vacation Leave in lieu of Sick Leave: Vacation Leave (if available) will be charged in lieu of Sick Leave when an employee has exhausted their Sick Leave accrual. Sick Leave may not be used in place of Vacation Leave.

3.6. Special Assignments: Employees who are on special appointments (less than full-time or less than 12 months) who accrue Sick Leave, may only use Sick Leave time during the hours they are scheduled to work, or during the period of their appointment while they are on payroll.

3.7. Payment: Pay for Sick Leave time shall be at the employee's hourly rate at the time Sick Leave is taken, times the number of hours of accrued paid Sick Leave time scheduled and used (not to exceed 8 hours in a day or 40 hours in a week) and shall be paid on the next regular pay day. Employees scheduled to work less than 8 hours in a day or 40 hours in a week may only use Sick Leave time for the hours they are scheduled to work.

3.8. Sick Leave Coinciding with Holidays: If a day observed by the University as a holiday occurs during an employee's Sick Leave time, the employee shall, if otherwise eligible for it, receive holiday pay and that day will not be charged against accrued Sick Leave time. The request for Sick Leave should only reflect the number of hours of Sick Leave time needed.

3.9. Time Off Abuse: Evident patterns of Sick Leave usage around holidays, weekends, Vacation Leave, or other circumstances may be considered abuse of time off and subject to corrective action, up to and including separation.

3.10. Payout: An eligible employee (must meet date of hire requirement) will receive their accrued Sick Leave time paid out at the employee's current hourly rate, times the number of hours of Sick Leave time (to a maximum of 800 hours) in their final pay under the following circumstances:

- a. Retirement (must meet LSSU's definition of retiree)
- b. Death, in which case the beneficiary will be paid

### **4.0. ADMINISTRATIVE PROFESSIONAL NON-EXEMPT (Hourly- B3)**

This section applies to those hourly, administrative professional employees subject to overtime regulations.

4.1. Eligibility: Sick Leave time begins to accrue on the first date of employment. However, no employee shall be eligible for paid Sick Leave time before it accrues and before the completion of thirty (30) days of employment.

4.2. Sick Leave Accrual Rate for 12-month appointments\*:

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4 hours per pay period (based on 80 hours paid).

\* For part-time appointments and appointments of less than 12 months, accrual is pro-rated based on actual paid hours per pay period (up to 80 hours).

NOTE: Sick Leave time will not accumulate beyond one thousand two hundred (1,200) hours. Over-time and Docked hours do not count in the calculation of Sick Leave accruals.

4.3. Documentation: All requests for time off require prior approval, when feasible, from the department head or immediate supervisor. All absences from the normal workstation or schedule must be documented on the Application for Approved Absence form. A physician's statement may be required to sustain a claim of absence due to illness. The immediate supervisor and/or Human Resources reserve the right to require a physician's statement for use of Sick Leave time.

It is the employee's responsibility to communicate an absence covered under the Sick Leave policy to their immediate supervisor at or before their scheduled start time.

At the conclusion of an employee's Sick Leave, the Employer, at its option and without cost to the employee, may require that a physician of its choosing examine the employee to determine the employee's fitness to return to his/her regular work. Employees returning from Sick Leave of more than one-week duration must provide a written release to return to work from a licensed healthcare provider.

4.4 Usage: To be compliant with wage and hour law, all leave time will be documented to the tenth of an hour (6-minute intervals). Sick Leave may be used for the following purposes:

4.4.1. Acute personal illness or incapacity over which the employee has no reasonable control, which prohibits the performance of the duties of the job.

4.4.2. Absence due to pregnancy or childbirth for the period of temporary disability, duration to be determined by the attending physician.

4.4.3. Absence from work due to quarantine by a public health officer because of exposure to contagious disease.

4.4.4. Medical and dental appointments for extraction or treatment to the extent of time required to complete such appointments (including travel time).

4.4.5. Absences required during a period of incapacitation due to confining illness or injury to or medical appointments for members of the employee's (or spouse's) immediate family or household (including foster and step), shall be limited to the following:

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- a. Spouse
- b. Children
- c. Parents
- d. Grandparents
- e. Grandchildren
- f. Siblings
- g. Other Direct Dependents

4.4.6. Absences due to illness or injury to the immediate family are limited to five (5) days per incident. Additional leave may be granted in special cases subject to the approval of the Associate VP of Human Resources, providing the employee makes the request directly and explanation for the request given. The Department Head must receive authorization from the Associate VP of Human Resources for special requests prior to granting final approval.

4.4.7. Absences due to confining illness or injury to a member of an employee's (or spouse's) immediate family are limited to:

- a. Care for the family member during the period of incapacitation.
- b. Provide transportation to and from medical appointments.
- c. Provide emotional support during hospital confinement.

4.5. Vacation Leave in lieu of Sick Leave: Vacation Leave (if available) will be charged in lieu of Sick Leave when an employee has exhausted their Sick Leave accrual. Sick Leave may not be used in place of Vacation Leave.

4.6. Special Assignments: Employees who are on special appointments (less than full-time or less than 12 months) who accrue Sick Leave, may only use Sick Leave time during the hours they are scheduled to work, or during the period of their appointment while they are on payroll. Employees on a unique schedule such as four 10-hour days will be charged 10 hours when taking a full day of Sick Leave.

4.7. Payment: Pay for Sick Leave time shall be at the employee's hourly rate at the time Sick Leave is taken, times the number of hours of accrued paid Sick Leave time scheduled and used (not to exceed 8 hours in a day or 40 hours in a week) and shall be paid to the employee on the regular pay day. Employees scheduled to work less than 8 hours in a day or 40 hours in a week may only use Sick Leave time for the hours they are scheduled to work.

4.8. Sick Leave Coinciding with Holidays: If a day observed by the University as a holiday occurs during an employee's Sick Leave time, the employee shall, if otherwise eligible for it, receive holiday pay and that day will not be charged against accrued Sick Leave time. The request for Sick Leave should only reflect the number of hours of Sick Leave time needed.

4.9. Payout: An eligible employee (must be hire date requirement) will

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receive their accrued Sick Leave time paid out at the employee's current "equivalent" hourly rate, times the number of hours of Sick Leave time (to a maximum of 800 hours) in their final pay under the following circumstances:

- a. Retirement (must meet LSSU's definition of retiree)
- b. Death, in which case the beneficiary will be paid

### **5.0. ADMINISTRATIVE PROFESSIONAL EXEMPT (Salaried - B1 including Coaching Staff)**

This section applies to those administrative professional employees not subject to overtime regulations.

5.1. Eligibility: Sick Leave time begins to accrue on the first date of employment. If an illness causes an employee to be absent and the employee does not have a sufficient amount of Sick Leave time accrued, the employee will be charged against future accruals (creating a negative balance) to cover any single partial day and will be charged accrued Vacation Leave hours (if applicable) or docked pay for all absences greater than a full day.

5.2. Sick Leave Accrual Rate for 12-month appointments\*:

4 hours per pay period (based on 80 hours paid).

\* For part-time appointments and appointments of less than 12 months, accrual is pro-rated based on actual paid hours per pay period (up to 80 hours).

NOTE: Sick time will not accumulate beyond one thousand two hundred (1,200) hours.

5.3. Documentation: All requests for time off require prior approval, when feasible, from the department head or immediate supervisor. This written documentation and approval must be submitted to Human Resources.

It is the employee's responsibility to communicate an absence covered under the Sick Leave policy to their immediate supervisor at or before their scheduled start time.

At the conclusion of an employee's Sick Leave, the Employer, at its option and without cost to the employee, may require that a physician of its choosing examine the employee to determine the employee's fitness to return to his/her regular work. Employees returning from Sick Leave of more than one-week duration must provide a written release to return to work from a licensed healthcare provider.

5.4. Usage: Use of Sick Leave time will be charged for time off exceeding 2

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hours. Time away from work for two or less hours must be coordinated with the department head or immediate supervisor in advance. If it is not approved in advance, the employee's Sick Leave bank will be charged. Sick Leave will be used for the following purposes:

5.4.1. Acute personal illness or incapacity over which the employee has no reasonable control, which prohibits the performance of the duties of the job.

5.4.2. Absence due to pregnancy or childbirth for the period of temporary disability, duration to be determined by the attending physician.

5.4.3. Absence from work due to quarantine by a public health officer because of exposure to contagious disease.

5.4.4. Medical and dental appointments for extraction or treatment to the extent of time required to complete such appointments. (Request for absence shall give time and location of appointments).

5.4.5. Absences required during a period of incapacitation due to confining illness or injury to or medical appointments for members of the employee's (or spouse's) immediate family or household (including foster and step), shall be limited to the following:

- a. Spouse
- b. Children
- c. Parents
- d. Grandparents
- e. Grandchildren
- f. Siblings
- g. Other Direct Dependents

5.4.6. Absences due to illness or injury to the immediate family are limited to five (5) days per incident. Additional leave may be granted in special cases subject to the approval of the Associate VP of Human Resources, providing the employee makes the request directly and explanation for the request given. The Department Head must receive authorization from the Associate VP of Human Resources for special requests prior to granting final approval.

5.4.7. Absences due to confining illness or injury to a member of an employee's (or spouse's) immediate family are limited to:

- a. Care for the family member during the period of incapacitation.
- b. Provide transportation to and from medical appointments.
- c. Provide emotional support during hospital confinement.

5.5. Payment: Pay for Sick Leave time shall be at the employee's "equivalent" hourly rate at the time Sick Leave is taken, times the number of hours of accrued paid Sick Leave time scheduled and used (not to exceed 8 hours in a day or 40 hours in a week) and shall be paid to the employee on the regular pay day. Employees scheduled to work less than 8 hours in a day or 40 hours in a

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week may only use Sick Leave time for the hours they are scheduled to work.

5.6. Special Assignments: Employees who are on special appointments (less than full-time or less than 12 months) who accrue Sick Leave, may only use Sick Leave time during the hours they are scheduled to work, or during the period of their appointment while they are on payroll. Employees on a unique schedule such as four 10-hour days will be charged 10 hours when taking a full day of Sick Leave.

5.7. Sick Leave Coinciding with Holidays: If a day observed by the University as a holiday occurs during an employee's Sick Leave time, the employee shall, if otherwise eligible for it, receive holiday pay and that day will not be charged against accrued Sick Leave time. The request for Sick Leave should only reflect the number of hours of Sick Leave time needed.

5.8. Payout: An eligible employee (must meet date of hire requirement) will receive their accrued Sick Leave time paid out at the employee's current "equivalent" hourly rate times the number of hours of Sick Leave time (to a maximum of 800 hours) in their final pay under the following circumstances:

- a. Retirement (must meet LSSU's definition of retiree)
- b. Death, in which case the beneficiary will be paid

### **6.0. EDUCATION SUPPORT PROFESSIONALS (ESP) POSITIONS**

Refer to the Agreement between the University and the Education Support Professionals MEA-NEA.

### **7.0. FACULTY.**

Refer to the Agreement between the University and the Faculty Association MEA-NEA.

### **8.0. RELATED POLICIES**

### **9.0. REVISIONS**

01/2015 – New policy format.

12/2001

07/1993

11/2016 - Added B3, Changed Usage