



## **Texas Christian University Policy**

**Policy Number:** 6.015

**Subject:** Sick Leave

**Effective Date:** January 1, 1999

**Revised:** September 23, 2009

### **I. Purpose**

It is the policy of Texas Christian University to provide faculty and staff with paid time off for personal or family illness or injury, disability due to pregnancy and childbirth, and the birth or adoption of a child to the extent of accrued sick and/or vacation leave.

### **II. Eligibility**

This policy applies to faculty and staff. Faculty (on a regular appointment with the rank of instructor or above) and staff who work half time or more are eligible for paid sick leave in proportion to the time worked.

### **III. Procedures**

In order to take leave upon the initial date of birth or adoption of a child, the child does not have to be ill. Sick leave and/or vacation can be used for this purpose so that faculty and staff, male and female, may have an opportunity to balance career and family. FMLA regulations apply whether one or both parents are employed by the university.

It is the responsibility of the faculty and staff to inform the supervisor or Department head when absent. Faculty and staff who anticipate an extended period of leave should provide the supervisor as much advance notice as possible. The absent person must keep the supervisor informed of the expected duration of the illness or disability and anticipated date of return to work. Human Resources may require a physician's statement certifying illness or disability. An individual whose absence extends beyond accrued sick and/or vacation leave may be placed on a leave of absence without pay.

The university will continue regular salary and benefits to the extent of accrued sick and vacation leave to individuals who are on paid leave.

All faculty and staff using leave that qualifies under the Family Medical and Leave Act (FMLA) must contact Human Resources for appropriate processing of the leave. The reasons for taking leave under the FMLA include:

- A serious medical condition which renders the faculty or staff member unable to perform the functions of his or her position.
- The birth or adoption of a child and care for such child.

- Caring for a spouse, domestic partner, child or parent with a serious health condition.

**1. Faculty Accrual** - Full-time faculty who have completed less than six years of continuous service with the university are eligible for sick leave with full pay for a total of three calendar months to cover periods of absence that occur during their period of contract appointment.

Full-time faculty who have completed six or more years of continuous service with the university are eligible for sick leave with full pay for a total of six calendar months to cover periods of absence that occur during their period of contract appointment. Time away from work for sickness or disability which extends beyond the expiration of the contract will not be paid.

Should a faculty member exhaust his or her entire sick leave balance, the above accrual rates will be reinstated after the faculty member has provided service for one full semester following the exhaustion of sick leave.

**2. Staff Accrual** - Full-time staff accrue 12 days of sick leave per year. Staff who work half-time or more are eligible for paid sick leave in proportion to the time worked.

The balance for sick leave accrues based upon the number of hours worked beginning with the first day of work. The maximum amount of sick leave that may be accrued is 60 working days.

**3. Faculty Extended Medical Leave** - When it is in the best interest of academic instruction, the Provost may extend a faculty member's sick leave to cover any portion of a semester.

A faculty member whose illness or disability continues beyond the period for which paid leave is available may submit a formal request to the vice chancellor for academic affairs for leave of absence without pay for an additional period equal to the paid leave period.

**4. Staff Extended Medical Leave** - Special rules apply to staff who are ill or disabled for longer than 60 working days.

Absences for illness or disability are charged against accrued sick leave for the first 60 working days of the illness or disability. If the staff member has less than 60 working days of accrued sick leave, the remainder of the first 60 working days of absence will be charged first to accrued vacation and then to leave without pay when all paid leave has been exhausted.

A staff member who has been employed continuously with the university for at least five years may request up to sixty additional working days of paid sick leave

for absence due to illness or disability that extends beyond sixty working days. Medical certification of the illness or disability must be provided to human resources. At that time, human resources will review the certification and submit a confidential request on behalf of the employee to the appropriate vice chancellor for extended paid medical leave. Once the request is approved, human resources will notify the staff member's unit head. Staff members are eligible for extended medical leave one time within a five-year period.

**5. Benefit Eligibility During Sick Leave Without Pay** - During sick leave without pay, insurance coverage may be continued if the individual makes appropriate arrangements with Human Resources and continues premium contributions. If the individual continues to make contributions for medical, dental and long-term disability insurance, the university will make its normal contribution for this insurance also during the leave period.

**6. Use of Sick Leave** - Sick leave is available for use upon accrual of one or more days.

**7. Relation to Other Types of Leave** - When a university holiday or closed day occurs during sick leave, that day is not charged against sick leave. Staff members may use sick leave for illness or disability occurring while on vacation upon submission of proof of admission to a hospital during that period. In such cases, the vacation leave may not extend beyond the originally approved date. The unused portion of the vacation leave will remain in the staff member's vacation accrual for use at a future time.

**8. Return from Sick Leave** - Human Resources may require the physician's statement certifying that the person is able to return to work. Upon return from an approved medical leave of absence without pay, the faculty or staff member will retain the same position, or a comparable one, without loss of service credits. An individual who is unable to return to work within the approved period may be separated from his or her present position, but will be given consideration in hiring for another position when an appropriate job opening occurs.

**9. Sick Leave Accrual at Time of Separation from the University** - There is no salary payment for accrued, unused sick leave upon separation from the university. Upon retirement, unused accrued sick leave is credited for staff members as time worked for the purpose of the final university contribution to the individual's retirement account.

#### **IV. Administrative Responsibility**

The Human Resources Department is responsible for administering and interpreting this policy.