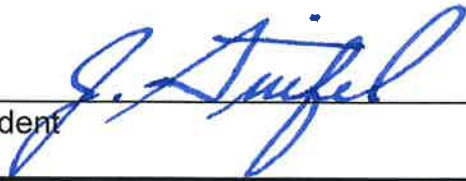




# National University of Health Sciences General Policies

Title: <b>Sick Days</b>	Page	1	of	2
Date Adopted: <b>04/23/91</b>	Date(s) Revised:	<b>01/01/09; 1/1/11; 5/30/14 01/01/2017; 09/22/19</b>		
President 	Date	<b>09/22/19</b>		

## POLICY STATEMENT

The University has established working procedures for employee sick time.

### Procedures

Please see chart below for accrual calculations:

<b><u>Sick Time Accrual for Faculty:</u></b>	
0 to 2 years:	2.5 hours per pay period/8.125 days per year
2 years to 5 years:	3 hours per pay period/9.75 days per year
5 years & up:	3.7 hours per pay period/12 days per year
<b><u>Sick Time Accrual for Staff:</u></b>	
0 to 6 months:	None
6 months to 2 years:	2 hours per pay period/6.5 days per year
2 years to 5 years:	3 hours per pay period/9.75 days per year
5 years to 10 years:	3.25 hours per pay period/10.5 days per year
10 years & up:	3.7 hours per pay period/12 days per year

1. Sick time is earned on a pay period basis and credited to an employee's sick time bank on the last pay period of each month. Sick time is not earned if an unpaid leave is taken or long-term disability benefits are being paid.

2. The maximum sick time an employee may accrue is 720 hours. Employees who accrue 720 hours will not accrue further sick time until they take sick time and their accrual is reduced to less than 720 hours. Once the balance drops to less than 720 hours, accrual begins again and continues at the employee's respective accrual rate.
3. No employee is entitled to sick time in advance of earning it. Sick time may be taken and charged in increments of not less than one (1) hour.
4. Employees who take sick time with no accrued sick time available are required to use vacation accruals to avoid an unpaid status for a 40 hour work week. If the employee has no sick or vacation time available, the employee will not be paid.
5. Employees may take sick time for personal illness, a doctor or dental appointment that cannot be scheduled outside normal working hours, or for reasons covered under FMLA. An employee may also use sick time for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary.
6. Employees who are ill for three or more consecutive days may be entitled to FMLA. The employee's supervisor is responsible for notifying Human Resources when the employee has an absence, which is longer than three days.
7. If an employee is absent due to illness for three or more consecutive work days, a medical release from a health care provider may be required by the supervisor before the employee will be permitted to return to work.
8. The employee is responsible for maintaining communication with his/her supervisor during the leave and providing all requested documentation.
9. Terminated employees will not receive pay for any unused sick time.
10. Part-time employees: A regular part-time (works less than 40 hours per week) regardless of work schedule, is not entitled to sick time. However, any part-time employee who becomes a full-time employee shall not have to fulfill the prescribed waiting period. A change from full-time to regular part-time status will permit an employee to retain any sick time accrued. Though, sick time accruals will cease. Status change to temporary part-time will not retain any sick time accrued.
11. Temporary employee: A regular temporary employee, regardless of work schedule, is not entitled to sick time.
12. Employees may not share accumulated sick time days with another employee for any reason.