

FACULTY SICK LEAVE USAGE

Approved December 13, 1999

Supplements University Procedure 31.03.02.C1.01

Recognizing that faculty do not necessarily have the same workday schedule as other employees, and recognizing that the regular workday is considered 8 hours and the regular work week 40 hours, and also recognizing that faculty have other responsibilities besides teaching class, the following procedures were adopted by the University to account for sick leave usage by faculty.

For sick leave purposes, the faculty workday is divided into time periods and scheduled events. The two time periods are morning (midnight to noon) and afternoon/evening (noon to midnight). Time periods include regularly scheduled teaching duties on Saturday and Sunday. Each time period is considered to be four hours in length. Events include classes, office hours, meetings, and other administratively assigned activities.

If a faculty member misses all scheduled events or assigned activities in a calendar day, she/he will be charged with (8) eight hours of sick leave. If a faculty member has scheduled events/activities for both time periods, but misses all the events/activities in just **one of the periods**, the faculty member will be charged with (4) four hours of sick leave.

If a faculty member misses only a portion of the events scheduled for a particular period, the faculty member will be charged with a percentage of the time missed. For instance, if the faculty member misses office hours in the afternoon, but meets his/her evening class, he/she missed 2 of the scheduled events for the time period, and will therefore be charged with (2) hours of sick-leave.

If a full-time faculty member misses all scheduled events for the work week (Monday through Sunday), the faculty member will be charged with 40 hours of sick leave even if the faculty member did not have 40 hours of scheduled events. If a faculty member misses a full semester, he/she will be charged with 40 hours per calendar week of the semester.

Deductions for eligible part-time faculty will be based on the proportion of their appointments.

Situations requiring a reduction in work hours as a reasonable accommodation due to disabilities will be handled on a case by case basis in consultation with the Director of Equal Opportunity/Employee Relations.