

Augusta University

Policy Library

Accrual and Use of Sick Leave (Faculty) Policy

Policy Owner: University HR Services

POLICY STATEMENT

All faculty and administrative officers working one-half time or more in a benefits eligible position including academic-year faculty members earn sick leave. The monthly sick-leave accrual equals the current work commitment multiplied by one day. Accrual is cumulative with no maximum limitation for the faculty member's entire length of continuous service.

The purpose of this policy is to ensure that the policy governing faculty accrual and use of sick leave at Augusta University is consistent with the policies and procedures of the Board of Regents of the University System of Georgia.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

Sick leave may be granted upon approval by a faculty member's supervisor for the following reasons:

- A. Illness or injury of the faculty member.
- B. Medical and dental treatment or consultation.
- C. Quarantine due to a contagious illness in the member's household.
- D. Maternity.
- E. Illness or injury of the faculty member's spouse or a dependent child or stepchild which requires the member's presence to care for the ill family member in the home of the faculty member or in the hospital.
- F. Death in the faculty member's immediate family requiring the member's presence. The immediate family includes husband, wife, parent, parent-in-law, brother, sister, child, stepchild, son-in-law, daughter-in-law, grandparent, grandchild, foster parent or legal guardian. The amount of sick leave authorized is generally limited to one normal workday when the funeral is in the local area. If the funeral is not in the local area, more than one day's absence is authorized, depending on the distance involved. Sick leave is authorized only for the time off that would fall on scheduled work days up to a maximum

Office of Compliance and Enterprise Risk Management Use Only

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of three days. Vacation leave and/or leave without pay (LWOP) must be used for any additional time off other than as outlined above. A manager has the discretion to allow for more leave than is stated above and can make such determinations on a case by case basis.

- G. For administrative officers and faculty on a 12 month contract who earn annual leave, sick leave may be used if an administrative officer or faculty member becomes ill while on annual leave. Approval from the immediate supervisor must be obtained prior to returning to work. If this is not possible, a doctor's statement, certifying the dates of illness, will be required in order to make this change upon return from annual leave. Sick leave used during an annual leave period does not extend the previously authorized annual leave period.

If sick leave is claimed for a continuous period in excess of one week, a physician's statement is required to permit further claim of sick leave.

A terminating faculty member shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his employment.

Sick Leave Without Pay: Any faculty member unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year. An approved sick leave of absence without pay permits a faculty member to continue all group insurance in effect. No additional vacation leave or sick leave will accrue while the member is on sick leave without pay.

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his/her or her employment.

Upon the movement of an employee among institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service.

REFERENCES & SUPPORTING DOCUMENTS

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RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/16/2017