

Major Medical (sick) Leave for Nine-Month Faculty Members

Summary/Purpose: This policy provides information regarding the accrual rate of major medical (sick) leave for nine-month faculty members and temporary members as given.

Effective July 1, 1988, nine-month faculty members and temporary faculty who are benefits eligible shall accrue Major Medical (sick) Leave in increments as follows. Part-time faculty members who work one-half time or more will earn Major Medical (sick) Leave credit on a pro-rata basis. Accumulation amounts are unlimited.

Continuous Service	Monthly Accrual Rate	Annual Accrual Rate
1 month to 3 years	13.33 hours	119.97 hours
37 months to 8 years	14.20 hours	127.80 hours
97 months to 15 years	15.40 hours	138.60 hours
Over 15 years	16.00 hours	144.00 hours

Faculty members may use Major Medical (sick) Leave for the first day of absence due to illness. Eligibility for use of leave is the same as staff employees except as noted below.

If a nine-month faculty member or a member of the faculty member's immediate family has a medical or mental health condition between the end of one academic year and the beginning of another (during the interim the employee is not teaching), he/she is not eligible for paid-leave status.

If a nine-month faculty member or a member of the faculty member's immediate family has a medical or mental health condition prior to the end of a contract period but has accrued Major Medical (sick) Leave, he/she is not eligible to be continued on a paid-leave status after the end of the contract period if the contract ends prior to using all earned leave days.

For purposes of this policy, immediate family is defined as spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law, father- or mother-in-law, or brother- or sister-in-law. Child is defined as a biological, adopted or foster care child, or a child from whom the individual stands or stood in loco parentis.

If a faculty member is unable to begin or continue his/her teaching duties for either Summer or Interim Term because of illness so that he/she must be replaced or have his/her courses canceled, his/her contract or other agreement for teaching will be canceled, and he/she will not be paid for the period in question.

Leave utilization shall correlate with the faculty member's employment percentage not their class schedule. For example, if a faculty member is unable to perform any work duties for a full week, they are required to report 40 hours of leave (if full-time). Full day absences will be computed as follows.

Employment Percentage	Daily Utilization	Weekly Utilization
50%	4 hours	20 hours
75%	6 hours	30 hours
100%	8 hours	40 hours

University-wide holidays, such as Good Friday and Thanksgiving, will not count against sick leave time; nor will those days between the conclusion of fall semester examinations and the week of spring registration, or those days during the Spring Recess.

An employee may use up to six (6) weeks of earned Major Medical (sick) Leave for the birth of a child or for the placement of a child with the employee for adoption or foster care and to care for the newly placed child within one (1) year of placement. This provision is effective 7/1/2014.

Employee absences due to a work-related injury for which temporary workers' compensation disability benefits are paid shall not use accrued Major Medical (sick) Leave simultaneously with workers' compensation benefits if the aggregate payments exceed one hundred percent (100%) of regular wages earned while in state employment at the time of injury. Accrued Major Medical (sick) Leave may be used in increments fewer than eight (8) hours per day to constitute the difference between the amount of temporary workers' compensation disability benefits received and one hundred percent (100%) of earned wages while in state employment at the time of injury, as calculated by Human Resources.

Any employee may donate a portion of their earned Major Medical (sick) Leave to another employee who is suffering from a catastrophic injury or illness or to another employee who is caring for a member of his or her immediate family who is suffering from a catastrophic injury or illness, as defined in the Donated Leave policy. The maximum amount of earned Major Medical (sick) Leave that an employee may donate to a qualifying recipient may not leave the donor employee with less than fifty percent (50%) of his or her earned Major Medical (sick) Leave. Leave must be donated in twenty-four (24) hour increments. The maximum amount of donated leave an employee may receive without returning to work is 720 hours.

Upon retirement from active employment, a faculty member shall be paid for no more than 240 hours of unused Major Medical (sick) Leave. The term "retirement" is defined as follows.

- Public Employees' Retirement System of MS (PERS) participant: approval to receive retirement benefits payable by the Public Employees' Retirement System of Mississippi (PERS)
- Optional Retirement Plan participants: meeting eligibility requirements for retirement benefits as defined by the PERS

Employees participating in PERS will have unused Major Medical (sick) Leave

submitted to PERS and counted as creditable service for retirement.

If a 9-month employee dies having both accumulated Major Medical (sick) and Personal (vacation) Leave credit, a payment shall be made to the beneficiary on record with the Public Employees' Retirement System of Mississippi (PERS) or with the Optional Retirement Plan (ORP) vendor(s) for the total unused Personal (vacation) Leave or a combination of Major Medical (sick) and Personal (vacation) Leave, not to exceed two-hundred forty (240) hours. If the accumulated balance of Personal (vacation) Leave is less than two-hundred forty (240) hours, then a portion of the unused Major Medical (sick) Leave will be paid, up to a maximum combined payment of two-hundred forty (240) hours. The employee must be eligible for retirement from the University as determined by the PERS in order to receive any portion of the unused Major Medical (sick) Leave.