

Major Medical (sick) Leave for Twelve-Month Employees

Summary/Purpose: This policy provides information regarding the accrual rate of major medical (sick) leave for permanent twelve-month employees and defines the guidelines concerning eligibility requirements, physician documentation, and leave without pay once major medical leave is exhausted.

Twelve-month permanent full-time employees and temporary employees who are benefits eligible shall accrue Major Medical (sick) Leave in increments as follows. Employees who work one-half time or more will earn leave credit on a pro-rate basis. Accumulation amounts are unlimited.

Continuous Service	Monthly Accrual Rate	Annual Accrual Rate
1 month to 3 years	8 hours	96 hours
37 months to 8 years	7 hours	84 hours
97 months to 15 years	6 hours	72 hours
Over 15 years	5 hours	60 hours

Personal (vacation) Leave, Compensatory Leave, or Leave Without Pay must be used for the first eight hours of an employee's illness or illness of a member of the employee's immediate family, except for regularly scheduled visits to a physician's office or a hospital for the continuing treatment of a chronic disease or serious medical or mental health condition, as certified in advance by a physician. For purposes of this policy, physician means a doctor of medicine, mental health, osteopathy, podiatry, or chiropractor.

To be eligible for the use of Major Medical (sick) Leave, the employee must:

- Have a medical or mental health condition or caring for a member of his/her immediate family with a medical or mental health condition.
- Notify the department head immediately of the reason for absence
- Keep the department head informed of his/her condition
- Permit the University to make or have made such proper examination as is deemed necessary

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.

Major Medical (sick) Leave that causes absences beyond 32 hours will require certification by the attending physician. When deemed advisable, a department may require a physician's certificate for sick leave absence of any duration. Failure to provide requested necessary documentation may result in "non-pay" status for the period of time

in question, and/or in dismissal (although accrued Personal [vacation] Leave and Major Medical [sick] Leave exist).

The University may provide, upon request, a reasonable period of time as leave of absence without pay (after accrued Major Medical [sick] and Personal [vacation] Leave are exhausted) to accompany disability sick leave for individuals who have completed their probationary period. The leave of absence may be prior to or after the period of disability with the length of leave dependent upon the nature of disability and the length of employment by the individual.

The University reserves the right to require a statement of medical clearance from an employee prior to allowing the employee to return to work.

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.

Any employee not returning to work at the expiration of the leave under this section is eligible for terminal Personal (vacation) Leave pay, as defined in the Personal Leave (vacation) for Twelve-Month Employees policy, provided the days have not been taken.

Employee absences due to a work-related injury for which temporary workers' compensation disability benefits are paid shall not use accrued Personal (vacation) and/or 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 Personal (vacation) and 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 Personal (vacation) and/or 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 Personal (vacation) and/or Major Medical (sick) Leave that an employee may donate to a qualifying recipient may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of Personal (vacation) and 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.

An employee who presents medical evidence -- and is certified by the Public Employees' Retirement System if eligible for retirement -- that his/her physical condition is such that he/she can no longer work in a capacity of state government may be paid for not more than 960 hours of earned Major Medical (sick) Leave.

Employees participating in PERS will have unused Major Medical (sick) Leave submitted to PERS and counted as creditable service for retirement.