

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 529

Subject: Faculty Sick Leave

Date Adopted: 12/88 Revised: 03/89, 03/94, 12/12

SICK LEAVE POLICY

In order for the University to wisely utilize its resources and appropriately reflect and evaluate personnel costs, a system for reporting absences from work because of illness is essential. Effective January 1, 1989, sick leave taken by all full-time employees, both faculty and non-faculty, shall be reported monthly to Human Resources by the director or chair of each administrative and academic unit.

The collegial sick leave policy for members of the faculty, as described in the *Faculty Handbook* (pg.81 VII), shall be limited to no more than six (6) consecutive months leave with pay. Leave without pay may be granted at the discretion of the president of the University upon recommendation of the provost.

Employees who leave University employment are not entitled to be paid for accrued sick leave.

SICK LEAVE POLICY FOR TWELVE-MONTH: ADMINISTRATIVE PERSONNEL WITH FACULTY RANK

All twelve-month administrative personnel with faculty rank who assume administrative positions after January 1, 1989, will accumulate sick leave at the rate of eight (8) hours per month with a maximum accrued leave of nine-hundred sixty (960) hours.

All twelve-month administrative personnel holding faculty rank in the employment of the University before January 1, 1989, will be subject to the sick leave policy in existence prior to that date. These employees have not earned nor reported sick leave in the past; however, this policy will allow maximum absences due to sickness not to exceed six (6) consecutive months.

Sick leave can be used when an employee is unable to work because of sickness, injury, medical, dental or optical treatment. Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. Also, an employee may be required to furnish a certificate from an attending physician if the employee has been sick fewer than five (5) consecutive days. A certificate from a Christian Science practitioner listed in *The Christian Science Journal* may be submitted in lieu of a physician's certificate. Sick leave may also be granted to employees due to serious illness or death of a member of the employee's immediate family. Immediate family shall mean the father, mother, sister, brother, husband, wife, child, grandparents, grandchildren, in-laws, or any individual when the employee is acting

as a parent or guardian. The sick leave policy presently stated in the UCA *Staff Handbook*, as revised January 1, 1987, will be used to supplement these policies with more detail.

Forms for reporting sick leave each month will be provided to the administrative units and academic departments by Human Resources.

The Family and Medical Leave Act of 1993 entitles employees who have worked at least 1,250 hours during the previous twelve months to a total of twelve work-weeks of unpaid leave during any given twelve-month period for:

1. Medical reasons;
2. Birth or adoption of a child; or
3. To care for a child, spouse, or parent with a serious medical condition.

The employer must maintain coverage for the employee under any group health plan for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued employment.

Upon return from Family and Medical Leave, an employee is entitled to be restored to:

1. The position formerly occupied; or
2. An equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.