Sick Time D060

03/01/2004

Purpose

To provide guidelines regarding sick time for all regular Administrative/Professional employees.

Definitions

Regular Employee

A/P employee scheduled to work 50 percent or more time on a continuing basis and have completed the probationary period.

Key Administrators

President, Vice Presidents, Deans and other who report directly to these administrators and who have broad based duties, responsibilities and authority as designated by the President, Executive Vice resident or a Senior Vice President.

Immediate Family

Spouse, same-sex domestic partners, parents, and dependent children (natural, foster, adopted, legal ward or stepchildren).

File Custodian

Department of Human Resources or the appropriate divisional head (Vice President, Provost or President).

Policy

Regular full-time A/P employees on the payroll prior to September 1, 1999 will accrue 22 paid sick days for each complete year (12 months) of service at University of Miami. New additions to the payroll beginning September 1, 1999 will accrue sick time on the following basis:

- Twelve sick days per 12 months of employment for the first two years of continuous employment.
- Fifteen sick days per 12 months of employment for the third through the tenth years of continuous employment.
- Twenty two sick days per 12 months of employment for the eleventh and successive years of continuous employment.

Key Administrators as defined above may be employed on a more advanced sick time schedule (not to be greater than 22 per year) with approval of Vice President of Human Resources. Sick accruals for University employees transferring to A/P positions from other classifications will be calculated using total University years of service. These sick days may be used for temporary absences from work due to illness or injury, physician-imposed quarantine, or illness in the immediate family. Regular part-time A/P employees hired for 50 percent time or more are granted sick days based on the percentage of time they are hired to work. Temporary A/P employees and part-time employees working less than 50 percent time are not granted paid sick days. Regular full-time A/P employees accrue sick days according to the following appropriate schedule, for partial years (first and/or last fiscal year of service).
Full-time regular employees accrue sick leave on a monthly basis based on the following table:

<table>
<thead>
<tr>
<th>Accrual Factor</th>
<th>Monthly Accrual</th>
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</thead>
<tbody>
<tr>
<td>12-Day Accrual Rate</td>
<td>1.0</td>
</tr>
<tr>
<td>15-Day Accrual Rate</td>
<td>1.25</td>
</tr>
<tr>
<td>22-Day Accrual Rate</td>
<td>1.833</td>
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</tbody>
</table>

Newly-hired or regular A/P employees returning from an unpaid leave of absence must begin work on or before the 16th calendar day of the month and continue working through the end of the same month to accrue sick benefits for that month. Unused sick days may be accrued to a maximum of 132 days (six months). Sick-time accruals accrue during leave of absence with pay. No sick days with pay accrue during leaves of absence without pay except for an industrial disability leave. The supervisor may require a medical certificate from a health care provider to verify illnesses of three working days or more before allowing an A/P employee to return to work. However, should there be reason to doubt the employee's absence of two consecutive days or less (because of repeated instances or repeated absences before or after holidays scheduled days off) the supervisor may request a verification of illness from a health care provider. For absences that exceed 14 calendar days a Leave of Absence Form is required (see Leaves of Absence Policy D050).

A re-hired A/P employee, who previously completed at least five years of continuous full-time or part-time employment (50% or more), earns sick time at the same accrual rate received prior to leaving the University. However, the period of separation cannot exceed the period of previous employment.

A re-hired A/P employee from another classification (faculty, staff, or research), who previously completed at least five years of continuous full-time or part-time employment (50% or more), earns sick time using total University years of service. However, the period of separation cannot exceed the period of previous employment.

*Part-time regular employees will receive a prorated accrual based on the above schedule.

In all cases of illness exceeding 14 calendar days, or in those cases where the fitness of the employee is in question, the employee returning to work must submit a medical certificate to the supervisor verifying that the employee is physically able to return and perform the duties and responsibilities of the position. The University reserves the right, at its expense, to obtain the advice of its own physician with regard to the employee's return to work following an illness or accident. Illnesses occurring during a leave of absence without pay or on a scheduled University holiday do not qualify for paid sick time. Illnesses occurring during vacation may be reported as sick time and deducted from the A/P employee's accrual in lieu of vacation time upon approval of the supervisor. Unused sick time is void upon termination of employment and no remuneration is paid for any accrual outstanding.

**PROCEDURE**

A/P employees who are unable to report for work because of personal illness or injury or illness of a member of their immediate family should promptly notify the supervisor. The file custodian maintains sick time records for A/P employees. An Absence Report Form (available on the Human Resources Forms Website) is to be completed and submitted by the employee to the supervisor whenever sick time is taken.