Major Medical (sick) Leave for Staff Employees

Summary/Purpose: Information regarding the accrual rate of major medical (sick) leave for permanent twelve-month employees is given along with guidelines concerning eligibility requirements, physician documentation, and leave without pay once major medical leave is exhausted.

1. Twelve-month permanent full-time employees and temporary employees who are benefits eligible shall accrue Major Medical (sick) Leave in increments as follows. Accumulation amounts are unlimited.

<table>
<thead>
<tr>
<th>Continuous Service</th>
<th>Accrual Rate (Monthly)</th>
<th>Accrual Rate (Annually)</th>
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</thead>
<tbody>
<tr>
<td>1 month to 3 years</td>
<td>8 hours/month</td>
<td>96 hours/year</td>
</tr>
<tr>
<td>37 months to 8 years</td>
<td>7 hours/month</td>
<td>84 hours/year</td>
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<tr>
<td>97 months to 15 years</td>
<td>6 hours/month</td>
<td>72 hours/year</td>
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<tr>
<td>Over 15 years</td>
<td>5 hours/month</td>
<td>60 hours/year</td>
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</table>

2. Employees who work one-half time or more will earn Major Medical (sick) Leave credit on a pro-rata basis.

3. Personal (vacation) Leave, Compensatory Leave or Leave Without Pay shall 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 doctor's office or a hospital for the continuing treatment of a chronic disease, as certified in advance by a medical doctor.

4. In order to be eligible for Major Medical (sick) Leave, the employee must:
   a. Be disabled or have a member of his/her immediate family disabled.
   b. Notify the department head immediately of the reason for absence.
   c. Keep the department head informed of his or her condition.
   d. Permit the University to make or have made such proper examination as is deemed necessary.

5. Major Medical (sick) Leave that causes absence beyond 32 hours will require certification by the attending physician. When deemed advisable, a department head may require a physician's certificate for sick leave absence of any duration. Failure to provide requested necessary documentation may result in a "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). For purposes of this policy, physician means a doctor of medicine, osteopathy, podiatry, or chiropractor.

6. 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.

Any employee not returning to work at the expiration of the leave under this section is eligible for terminal Personal (vacation) Leave pay, provided the days have not been taken.

7. 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.

8. Unused Major Medical (sick) Leave will be treated as creditable service under the Public Employees' Retirement System.

9. For purposes of this policy, immediate family is defined as spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law.