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.

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

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.

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.

The length of time employees are permitted to use sick leave for childbearing purposes is determined by length of illness/injury as provided on the HR Form 21 (Medical Certification Form) by an attending medical care provider.

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.

An employee who presents medical evidence -- and is certified by the Public Employees’ Retirement System of Mississippi (PERS) as eligible for retirement – that his/her physical or mental condition is such that he/she can no longer work in the capacity of state government may be paid for not more than 960 hours of 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.