

STUDENT EMPLOYEE SICK LEAVE POLICY

All student employees are eligible for Sick Leave. Sick Leave is based on hours reported up to eighty (80) each pay period. It accrues at a rate of .0334 hours for every hour worked to a maximum of 2.67 hours per pay period. The maximum annual accrual for students is 24 hours (three days). The maximum accrual is 48 hours (six days), at which point accrual will stop until time off is taken and the total falls below the maximum. Sick Leave is available for use after the first 90 days of employment.

Sick Leave must be used in increments of 2 hours or more and may be used when the student employee is unable to work during their regularly scheduled work time for preventive care, or for the diagnosis, care, or treatment of an existing health condition for the student or a family member of the student. Sick Leave may also be used by a student employee who is a victim of domestic violence, sexual assault, or stalking to seek help or obtain a restraining order.

A request for sick leave should be made in advance when the student employee has a scheduled medical appointment during a regularly scheduled work time. An absence due to an illness should be reported to their supervisor as soon as the student employee is able, and before the beginning of their regularly scheduled work time.

Sick leave taken is reported each pay period to the department for which the student employee works. The designated supervisor will add the amount taken to the payroll Time and Attendance system. The hours used are reflected on the paycheck stub, and will reduce the sick leave balance.

Each calendar year student employees may use up to one half of their annual Sick Leave accrual (12 hours maximum) to attend to the illness of their child, parent, spouse, grandparent, grandchild, sibling or any other family member covered by law.

The Sick Leave Bank is a non-vested bank and upon termination no payment will be made from it. If the student returns to the university as an employee in any capacity within one year from the date of separation, the sick leave bank will be reinstated.