

HUMAN RESOURCES

SICK LEAVE BENEFIT PROGRAM

Utica College's sick leave benefit program provides salary continuation (at full pay, if benefit time is available) for benefit eligible employees during periods of illness, injury, or medical disability. Sick leave may also be used for doctor's appointments. In the event employees are medically disabled for extended periods of time and a medical leave of absence is required, available sick leave will be coordinated with short-term disability insurance and Workers' Compensation (if applicable), and in accordance with the Family and Medical Leave Act (FMLA).

Supervisors and employees are responsible for complying with the terms and conditions of this program and applicable federal, state, and local laws.

Eligibility

All benefit eligible employees (referred to hereafter as "employees") are eligible to accrue sick leave. For the purposes of this program, eligibility is defined as working 30 hours or more per week. Employees working at least 30 hours per week but less than full-time (defined as 37.5 hours per week) will accrue sick leave on a prorated basis. New employees will accrue sick leave on a pro-rated basis in accordance to the schedule below (see "Accruing Sick Leave). Sick leave may be accrued to a **maximum of 450 hours**. Employees who accrued sick time prior to June 1, 2013 but who no longer meet the eligibility criteria outlined in the "Eligibility" section above are eligible to participate in this program.

To the extent that this benefit program conflicts with the terms of conditions of the collective bargaining agreement between Utica College and the American Association Of University Professors – Utica College Chapter (AAUP-UC), the terms and conditions of that agreement shall prevail.

Accruing Sick Leave

Employees will accrue sick leave at the rate of 3.75 hours per month at the end of each month for their first full year of service. Employees will accrue sick leave at the rate 7.50 hours at the end of each month after 12 months of service. Unused sick leave will automatically be carried forward to the following fiscal year up to the maximum of 450 hours. Sick leave will not accrue while an employee is on leave without pay.

The following number of sick hours will be credited to exempt employees who were hired prior to June 1, 2013, based upon their years of service. Note: hours accumulated will be pro-rated for less than full-time employees.

Hired	Accrual
6/1/12 – 5/31/13	3.75 per month based upon month of hire
6/1/07 – 5/31/12	56.25 hours
6/1/02 – 5/31/07	112.5 hours
6/1/92 – 5/31/02	225 hours
Prior to 6/1/92	337.5 hours

When Sick Leave Extends Beyond Accumulated Sick Leave Accruals

If an employee exhausts his/her sick leave accruals, he/she must use vacation time, floating holiday time and personal time (if applicable) to supplement lost time. New employees may be advanced up to 3 sick days from their accruals during their first 3 months of service for any of the purposes outlined in the “Use of Sick Leave” section below. Upon return to work, the time credited will be deducted from the employee’s future earned accruals. Should the employee not return to work he/she will not be paid for the time advanced.

Use of Sick Leave

Sick leave must be used when an employee's illness, medical disability (e.g. maternity, post-surgical recuperation) or injury prevents the employee from working. Employees may use sick leave when it is necessary to be away from work for less than one full day due to medical or dental appointments scheduled during the employee's working hours (time will be deducted in no less than .25 hours units which must be recorded on time sheets and/or compensated absence reports). Up to 3 consecutive days of sick leave may be used to provide care to an immediate family member, including doctor’s appointments. These types of absences must be identified as “family sick” leave on the timesheet or compensated absence report. Sick time is not to be used for emergency child care such as in cases of snow days.

Coordination with Periods of Disability and Worker’s Compensation

Employees who enter into a period of short term medical disability or Worker’s Compensation leave are required to use sick time to supplement payments. After the first 5 work days of sick or other benefit time usage, 3 hours of sick time per day per pay period are used to supplement medical disability payments in order to maintain a full paycheck. If the employee has exhausted his/her sick time during a period of short term medical disability, other benefit time such as vacation, floating holidays, or personal time (if applicable) will be used.

The usage of sick time for Worker’s Compensation purposes is calculated on a case-by-case basis and in accordance with the College’s Worker’s Compensation policy.

Supervisors must contact the Office of Human Resources in the case of absences of 5 days or more (expected or unexpected) so that FMLA paperwork can be issued to the employee. In the case of Worker’s Compensation-related absences, immediate notification to the Office of Human Resources is required.

Approval and Documentation of Sick Leave

An employee must inform his/her supervisor when the need for sick leave arises. When advance notice is not possible, an employee must contact the supervisor directly prior to the start of his/her shift. Note: individual office protocol for calling in sick may vary. A supervisor may approve sick leave pay up to 5 concurrent work days of absence. The supervisor who approves the use of sick leave by an employee is responsible for determining if the conditions for use of sick leave are met.

Supervisors and employees share joint responsibility for ensuring that compensated absence reports are properly completed showing the usage of sick time. Compensated absence reports must be submitted and approved in accordance with monthly deadlines, which are announced by the Office of Human Resources.

If an employee is absent for more than 5 work days consecutively, the Office of Human Resources must be notified and medical documentation will be required. Since any consecutive absences greater than 5 days are considered a period of disability and as such, may have an effect on an employee's pay, it is important that all of the paperwork issued by the Office of Human Resources be completed and returned in a timely manner. The Office of Human Resources will determine if the employee's absence qualifies as leave under the Family and Medical Leave Act (FMLA). The College reserves the right to require additional medical certification and may request additional medical opinions by College referred physicians.

Anticipated extended sick leave must be reported to the supervisor within 30 days of the leave or as soon as possible.

Doctor's Release/Medical Certification

To insure the health and safety of the employee who plans to return to work after an approved absence of 5 work days or more, an employee will be required to provide medical certification and/or undergo a fitness for duty exam verifying that the employee is able to return to work. The employee's attending physician or a College-designated physician must provide this verification. The employee must present the verification to return to work to the Office of Human Resources prior to or upon return to work. Certifications must include the capacity in which the employee can return to work.

Modified Light Duty

Employees may be allowed to return to work prior to being fully recovered if the following conditions are met:

- Must be able to perform at 50% effort and;
- Expect full recovery within 30 days and;
- Receive supervisor's and HR's approval.

Holidays and Sick Leave

If a College holiday falls during a period of approved paid sick leave, it will be paid as a holiday rather than a day of sick leave if medical documentation is provided.

Sick Leave Abuse

Sick leave is to be treated as an insurance policy. That is to say, Utica College wishes to provide assistance during a time of need should an employee be required to remain out of work due to a medical necessity or a catastrophic illness. The Office of Human Resources will contact a supervisor if they detect a pattern of abuse. Abuse of sick leave or falsification of a time record may be grounds for discipline up to and including termination of employment. This program may be terminated if abuse is detected. Supervisors are also highly encouraged to monitor sick time usage among their employees and contact the Office of Human Resources if a pattern of abuse is suspected.

Termination/Retirement

Upon termination of employment or retirement, the employee's accrued sick leave balance will not be paid to the employee. When there is a change in employment status affecting eligibility for sick leave, a record will be kept of any sick leave balance so that it can be re-credited if the individual becomes eligible for leave within one year after the change in status.