1. STATEMENT OF POLICY:

The Law School is aware that medical emergencies, illnesses or injuries may occur and that, from time to time, it may be necessary for a staff member to be absent from work. Sick pay is provided for this purpose.

2. POLICY/PROCEDURES:

Eligibility

Full and part-time, regular and limited-term staff members are eligible to accrue sick pay. Sick pay begins accruing on the first day of employment, but cannot be used until the staff member has completed three months of active employment.

Accrual of Sick Pay

Full-time, regular and limited-term staff members accrue 1 day of sick pay per month of active employment. Part-time, regular and limited-term staff members accrue sick pay on a pro rata basis, based upon their regular number of hours worked.

Accrued sick pay carries over from year to year. However, sick pay is not a vested benefit. Staff members do not receive pay for unused accrued sick pay at separation of employment.

Uses of Sick Pay

Sick pay may be used for the staff member’s own illness or medical/dental treatment or to attend to the illness or medical/dental treatment of a child, parent, spouse or registered domestic partner, as defined and permitted by law. Misuse of sick pay may lead to discipline up to, and including, termination.

For non-exempt staff members, sick pay may not be used in increments of less than one hour and will be deducted in one-hour increments. For exempt staff members, sick pay will be deducted in full-day increments.

Procedures for Recording Sick Pay

Staff members will record time taken off for which sick pay will be applied on the staff member's Law School designated time-keeping record. Improper recording of a staff member’s use of sick pay may lead to discipline up to, and including, termination.
Verification of Absence/Fitness for Duty

Management may request medical verification of doctor/dentist appointments. Staff members who have been absent more than five consecutive workdays may be required to obtain a doctor’s release to return to work.