

	Florida Gulf Coast University Policy Manual	Policy: 3.034 Approved: 10/1/2013
	Title: Sick Leave	Responsible Executive: Vice President and General Counsel Responsible Office: Human Resources

I. POLICY STATEMENT

Sick leave is a significant fringe benefit for Florida Gulf Coast University employees. This policy is intended to provide uniformity and accountability for proper leave accrual, use and reporting across all divisions.

II. REASON FOR POLICY

This policy is created to establish a consistent application of leave accrual, usage and reporting by applicable University employees.

III. APPLICABILITY AND/OR ACCOUNTABILITY

This policy applies to Out-of-Unit Faculty, Executive Service, Administrative & Professional (A&P) and Support Personnel (SP) employees.

IV. DEFINITION OF TERMS

- A. *Full Time* – an appointment of an employee holding a 1.0 full-time equivalent (FTE) position.
- B. *Family Member* – for purposes of this policy, family members are defined as the employee's spouse, children, parents, brothers, sisters, grandparents and grandchildren of both the employee and the employee's spouse.

V. PROCEDURES

A. Accrual of Sick Leave

1. Full time employees shall earn sick leave at the rate of 4 hours per bi-weekly pay period or the number of hours that are directly proportionate to the number of days in pay status within a given pay period. Executive Service employees shall earn sick leave at the rate of 5 hours per bi-weekly pay period or the number of hours that are directly proportionate to the number of days in pay status within a given pay period. Sick leave

accruals are earned in proportion to the full-time equivalency (FTE) of the employee's appointment.

2. Upon University's verification of the accrual balance, an employee may transfer up to 80 hours of sick leave to FGCU when transferring from a Florida state agency or another Florida university within the State University System. The employee should look to the agency or university from which he/she transferred for any potential pay-out of his/her remaining leave balance.

B. Use of Sick Leave

1. Sick leave shall be approved for the following purposes:
 - a) The employee's or family member's personal illness, injury or exposure to a contagious disease, a disability where the employee is unable to perform assigned duties or for the employee's or family member's appointments with health care providers. Personal illness shall include disability related to pregnancy.
 - b) At the discretion of the supervisor, an employee may use sick leave in reasonable amounts for absences resulting from the death of a member of the employee's family after the use of the two days of administrative bereavement leave.
2. Sick leave earned may be used during the pay period in which it is earned. During leaves of absence with pay, an employee shall continue to earn sick leave. There is no limit to the number of hours of unused sick leave an employee may accrue.
3. Employees must notify the supervisor of any absence for illness, injury or exposure to a contagious disease at the start of the normal work day. All other absences must be approved in advance. Sick leave taken should be reported on the Faculty and A&P Application for Leave form or the Support Personnel time sheet. The Employee's supervisor shall forward the approved leave form or time sheet to the Payroll Office.
4. The supervisor or other appropriate University administrator may require that the employee provide medical documentation. The request for medical documentation shall be made by the Human Resources Department and will be maintained in a separate Human Resources file to protect the privacy of the employee. If the employee fails to provide the appropriate medical documentation, the request for leave may be denied and any time already taken may be considered unapproved absence and be subject to disciplinary action. The medical documentation will be used to support a medical absence any time the employee:

- a) requests a medical absence of three or more days;
 - b) has already been absent for three or more consecutive days;
 - c) has been absent three or more days within any thirty day period;
 - d) has already requested and been denied that period of time off for annual leave; or
 - e) has been counseled or disciplined for the pattern of absence or excessive use of sick leave within the last year.
5. All medical leaves lasting more than three (3) consecutive days are considered Extended Leaves of Absence. Supervisors must contact the Department of Human Resources for all medical extended leaves of absence in order to assure compliance with Federal laws and FGCU policies, and continuation of benefits.
 6. In cases where an employee appears ill or unable to perform his/her job duties for medical reasons or when, if requested, an employee has not provided the appropriate medical documentation upon return from a medical leave of absence, the University has the right to require the use of sick leave or other paid or unpaid leave.

C. Separation from Employment

1. a. Employees hired on or prior to September 30, 2013 who separate from employment after 10 years of creditable Florida Gulf Coast University service will be paid for one-fourth of his/her unused accumulated sick leave up to a maximum of 480 hours. Payment to employees for accumulated sick leave is made, in accordance with the Special Pay Plan (Policy #3.015), at the employee's base salary rate at the time of separation.
b. An employee whose hire date is on or after October 1, 2013 shall not be paid for any unused sick leave upon separation from the University.
2. a. Employees who separate from the University with 10 years of creditable Florida Gulf Coast University service may, consistent with the Personal Leave Donation Policy (Policy #3.001), donate a portion of his/her sick leave to a specific eligible employee or the sick leave pool upon separation.
b. An employee who separates from the University with less than 10 years of creditable service forfeits all unused sick leave, but may, consistent with the Personal Leave Donation Policy, donate a portion of his/her hours to a specific eligible employee or the Sick Leave Pool.

VI. RELATED INFORMATION

Family and Medical Leave Act (FMLA); Special Pay Plan (Policy #3.015); Regulation FGCU-PR5.018 Sick Leave Pool; Personal Leave Donation Policy (Policy 3.001)

VII. HISTORY

New 2/22/12, Amended 10/1/2013

APPROVED

*s/Wilson G. Bradshaw
President

October 1, 2013
Date

**NOTE: This policy reflects changes to the formatting only. No changes have been made to the text.*

APPROVED