

	Florida Gulf Coast University Policy Manual	Policy: 3.034
	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. The University wants to ensure that its employees have some ability to address their health concerns without creating a financial hardship.

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. *Eligible Employee:* Employees classified as Out-of-Unit Faculty, Executive Service, A&P, and SP who have provided sufficient and appropriate medical documentation.
- B. *Full Time:* An appointment of an employee holding a 1.0 full-time equivalent (FTE) position.
- C. *Family Member:* An employee’s spouse, parent(s), or child(ren), as defined by the Family and Medical Leave Act. For those employees acting as a military caregiver, related leave will be covered consistent with the Family and Medical Leave Act.

V. PROCEDURES

A. Accrual of Sick Leave

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.

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 to supplement bereavement leave, as provided in the Special Leave Policy.
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. However, employees must exhaust accrued sick leave, annual leave and/or compensatory leave when absent for any approved sick leave purposes prior to being placed on unpaid leave.
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, in circumstances as set forth below, to the Human Resources Department. Such documentation 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 when the employee:
 - a) requests a medical absence of three or more days;
 - b) has already been absent for three or more consecutive days; or
 - c) has been absent three or more days within any thirty day period.

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 to report all medical extended leaves of absence in order to assure compliance with Federal laws, 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 the appropriate provisions of the Fitness for Duty Policy shall apply. 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 continuous 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 will be disbursed in their final pay 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 at least 10 years of continuous 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 in accordance with the Sick Leave Pool Regulation.
b. An employee who separates from the University with less than 10 years of continuous 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)
FGCU Regulation FGCU-PR5.018, Sick Leave Pool
FGCU Policy 3.001, Personal Leave Donation
FGCU Policy 3.047, Fitness for Duty

VII. HISTORY

New 02/22/2012; Amended 10/01/13, 12/02/14; 12/01/15

APPROVED



President

December 1, 2015
Date

ARCHIVED