OM 8.3.5 Sick Leave – Administrative, Supervisory, and General Staff

Policy

Clarkson’s overall goal is to improve the health and well-being of employees’ lives through health education and activities that support positive lifestyle changes thereby reinforcing that Clarkson is a great place to live, learn and work. The University recognizes that, at times, employees may be unable to work due to personal illness or injury, or an illness of a family member. During such circumstances, sick leave may be used by eligible employees.

The University provides employees with paid time off in the event of: personal illness or injury, an illness of a member of his/her household family, or appointments with health care providers for the employee or a family member. This policy describes the mechanism for eligible employees to access sick leave and the procedures for calling in sick and for providing medical certification.

Eligible employees: Staff- exempt and non-exempt employees employed by the University on a full/part time basis. Part time employees are eligible for paid sick leave when they have a work schedule of 17.5 or more hours per week.

Employment Benefits: All benefits provided by the University to eligible employees, which includes: group life insurance, disability insurance, health insurance, dental insurance, vision insurance, vacation, sick leave, special personal days, educational benefits, and retirement contributions.

The University provides a paid sick leave allotment for regular full-time and part-time employees who are scheduled to work at least 17.5 hours per week. Unused sick leave does not carry over from one fiscal year to the next.

Exempt and non-exempt employees will receive 12 days per fiscal year beginning July 1.

Active part-time staff will accumulate prorated sick leave based on hours worked.

Seasonal and Temporary employees are not entitled to paid sick leave. They will be unpaid for time off due to illness.

During the first year of employment, sick leave will be prorated from an annual base allocation of 12 days based on hire date.

Sick leave has no cash value and will not be paid out upon separation form the University.

All staff with scheduled work hours will notify their manager or designee each absent day at least one hour prior to their start time. Sick time will be tracked by department managers. Depending on University needs, departments may establish notification requirements for up to three hours prior to start time. Managers will communicate the appropriate time periods and methods of notification to employees at the beginning of each fiscal year.

Any sick leave beyond three consecutive work days requires a note from a licensed physician. Please contact the Human Resources Office when any leave is beyond 3 work days. This will be considered an extended medical leave of absence, and if you are eligible you may receive short term disability benefits during a medical leave of absence.

If a holiday occurs while on sick leave, sick time will not be deducted from your sick bank, you will receive holiday pay.

History

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