Sick Leave Policy:
Revised and New Leave of Absence Policies for Faculty, Continuing Lecturers, and Administrative and Professional Staff (C-46)

Policy includes:
Faculty, Continuing Lectures, Administrative and Professional Employees, and Operations or Technical Assistant Staff.

Sick Leave Allowance Defined:

<table>
<thead>
<tr>
<th>Period of Continuous Service*</th>
<th>Maximum sick-leave allowance during a rolling 12-month period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>Regular pay for 10 workdays</td>
</tr>
<tr>
<td>One year and less than two years</td>
<td>Regular pay for 22 workdays; 75% pay for 22 workdays</td>
</tr>
<tr>
<td>Two years and less than three years</td>
<td>Regular pay for 44 workdays; 75% pay for 44 workdays</td>
</tr>
<tr>
<td>Three years or more</td>
<td>Regular pay for 66 workdays; 75% pay for 66 workdays</td>
</tr>
</tbody>
</table>

*Continuous service terminates when employee uses maximum allowance of sick leave, upon resignation, retirement or death. A new period of continuous service will begin when the individual returns from leave, returns to active service or is rehired.

Family Illness Days Included:
Sick leave includes leave for self and leave for family. Each fiscal year (July 1st), 10 days or 80 hours of the available sick leave allowance may be used for family illness.

Rolling Calendar Year Used to Calculate Available Allowance:
- A rolling calendar year means hours taken as sick leave (self or family illness) are earned back the same day of the following year after the leave was taken and available for use the next day.
- The total amount of sick leave allowance is updated on your anniversary work date. However, the total amount of sick leave available is determined by subtracting the hours used within the last 12 months from the total allowance.
Example:

- Start date: March 1st, 2010
- Sick leave allowance starting March 1st: 10 days or 80 hours
- Employee requested and was approved in using the following dates:
  - 1 day (8 hours) May 1st
  - 1 day (8 hours) June 24th
  - ½ day (4 hours) August 2nd
  - ½ day (4 hours) Oct 12th

Employee used 24 hours of sick leave

- Anniversary date: March 1st, 2011
- Sick Leave allowance increases to: 22 days at 100% (176 hours) (calculated by taking a typical 8 hour day times the 22 days) and 22 days at 75% (132 hours) (calculated by taking a typical 8 hour day times 75% times the 22 days)
- 176 allowance – 24 used hours = 152 available hours (of the 100%) and 132 available hours (of the 75%) on March 1st, 2011

Example Continued: Applying the Rolling Calendar:

Employee uses sick leave of 8 hours on March 4, 2011 -8 = 144 available 100% hours & 132 available 75% hours

May 2nd 8 hours are added back +8 = 152 available 100% hours & 132 available 75% hours

May 23 and 24, 16 hours of family illness are used -16 = 136 available 100% hours & 132 available 75% hours

June 24th 8 hours are added back +8 = 144 available 100% hours & 132 available 75% hours

Continuous Service Date:

Continuous service date changes when all sick leave has been exhausted. The employee’s new continuous service date changes (from the work anniversary date) to the date of the 1st day the employee returns to work. The continuous service date must be noted in the employee’s file and provided to the supervisor who approves their leaves. The continuous service date will be used instead of the employee’s work anniversary date in determining sick leave allowance.

Employee’s sick leave allowance after the change in continuous service date, when the employee returns to work, is 10 days or 80 hours available, minus usage in the previous twelve months.
Example:  (Days = 8 hours)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Hours Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee start date</td>
<td>March 1, 2010</td>
<td>80</td>
</tr>
<tr>
<td>Employee uses sick leave</td>
<td>June 18, 2010</td>
<td>-8=72</td>
</tr>
<tr>
<td>Employee uses family illness</td>
<td>July 12, 2010</td>
<td>-8=64</td>
</tr>
<tr>
<td>Employee uses family illness</td>
<td>July 13, 2010</td>
<td>-8=56</td>
</tr>
<tr>
<td>Employee uses sick leave</td>
<td>August 11, 2010</td>
<td>-8=48</td>
</tr>
<tr>
<td>Employee uses sick leave</td>
<td>August 12, 2010</td>
<td>-8=40</td>
</tr>
<tr>
<td>Employee uses family illness</td>
<td>September 7, 2010</td>
<td>-8=32</td>
</tr>
<tr>
<td>Employee uses family illness</td>
<td>September 8, 2010</td>
<td>-8=24</td>
</tr>
<tr>
<td>Employee uses sick leave</td>
<td>October 8, 2010</td>
<td>-8=16</td>
</tr>
<tr>
<td>Employee uses sick leave</td>
<td>October 9, 2010</td>
<td>-8=8</td>
</tr>
<tr>
<td>Employee uses sick leave</td>
<td>November 1, 2010</td>
<td>-8=0</td>
</tr>
</tbody>
</table>

- Employee returns to work November 2, 2010.  November 2\textsuperscript{nd} is the new continuous service date.
- From November 2, 2010 to November 2, 2011 there is a maximum of 10 days or 80 hours sick leave allowance minus usage in previous twelve months.
- The available sick leave balance is zero on November 2, 2010. The employee will earn back 8 hours on June 18\textsuperscript{th}, 2011, on July 12, 2011, on July 13, 2011, etc.. On November 2\textsuperscript{nd} 2011, the sick leave allowance increases to 22 days paid at 100% (176 hours) and 22 days paid at 75% (132 hours).

Use SAP to Calculate Sick Leave Usage:

- Follow the **ZHRTM\_DISPLAY Calculating Paid Sick Leave Total QRC** to determine employee’s sick leave usage in the past 12 months. **ZHRTM\_DISPLAY** pulls absences entered in CAT2.
- Follow the **Direct Leave Report QRC** to determine employee’s sick leave usage in past 12 months. This pulls absences approved through ESS.
View Sick Leave in SAP:

When viewing sick leave in order to calculate usage, consider:

1. Employee’s years of service and work anniversary date (or continuous service date).
2. Sick leave taken (include SE, SF, FMSE and FMSF) over the past 12 months, because of the rolling calendar.

PA20 is Master Data. Absence quotas can be viewed, but more specifically all recorded absence hours are displayed. To narrow the view, consider a specific time period and/or use the Sty to select SE or SF.

1. Type PERNR
2. Select Absences under Time tab
3. Choose specific Period or select All
4. Select Infotype 2001 and SE or SF from Sty drop down menu, if narrowing the view to sick leave.