

**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:**

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

\*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 1<sup>st</sup>), 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 1<sup>st</sup>, 2010
  - Sick leave allowance starting March 1st: 10 days or 80 hours
  - Employee requested and was approved 1 day (8 hours) May 1<sup>st</sup>  
in using the following dates: 1 day (8 hours) June 24<sup>th</sup>  
1/2 day (4 hours) August 2<sup>nd</sup>  
1/2 day (4 hours) Oct 12<sup>th</sup>
- Employee used 24 hours of sick leave

- Anniversary date: March 1<sup>st</sup>, 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 1<sup>st</sup>, 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 2 <sup>nd</sup> 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 24 <sup>th</sup> 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 1<sup>st</sup> 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)

Employee start date	March 1, 2010	80 hours available of sick leave allowance
Employee uses sick leave	June 18, 2010	-8=72 hours available
Employee uses family illness	July 12, 2010	-8=64 hours
Employee uses family illness	July 13, 2010	-8=56 hours
Employee uses sick leave	August 11, 2010	-8=48 hours
Employee uses sick leave	August 12, 2010	-8=40 hours
Employee uses family illness	September 7, 2010	-8=32 hours
Employee uses family illness	September 8, 2010	-8=24 hours
Employee uses sick leave	October 8, 2010	-8=16 hours
Employee uses sick leave	October 9, 2010	-8=8 hours
Employee uses sick leave	November 1, 2010	-8=0 hours left - sick leave is Exhausted

- Employee returns to work November 2, 2010. November 2<sup>nd</sup> 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<sup>th</sup>, 2011, on July 12, 2011, on July 13, 2011, etc.. On November 2<sup>nd</sup> 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.

Personnel No. [ ] Pers. Assign. [ ]  
 Name [ ] PUID [ ]  
 EE group [A] Admin/Prof Pers. area [Z040] West Lafayette  
 EE subgroup [Z4] 12 Month Exempt Cost Center [ ] Bus Svcs Computing

Basic Personal Data | Benefits | **Time** | Payroll | Taxes | Payroll Suppl...

Infotype text [S] | Period [ ]  
 Planned Working Time [ ]  
 Absences [ ]  
 Attendances [ ]  
 Date Specifications [ ]  
 Absence Quotas [ ]  
 Employee Remuneration Info [ ]  
 Quota Corrections [ ]  
 Time Recording Info [ ]  
 Time Supervisor ID [ ]

Period [ ]  
 From [01/01/1800] To [12/31/9999]  
 Today  Curr week  
 All  Current month  
 From curr. date  Last week  
 To Current Date  Last month  
 Current Period  Current Year  
 Choose [ ]

Direct selection  
 Infotype [Absences] Sty [SE]

Choose [03/01/2010] To [03/02/2011] Sty. [SE]

Start Date	End Date	Abs.	Att./abs. type text	From	To	P	Abs.days	Ho
11/24/2010	11/24/2010	SE	Sick Leave - EE Illness				1.00	
11/22/2010	11/22/2010	SE	Sick Leave - EE Illness				1.00	
11/12/2010	11/12/2010	SE	Sick Leave - EE Illness	00:00	04:00		0.50	
07/02/2010	07/02/2010	SE	Sick Leave - EE Illness	00:00	04:00		0.50	
04/21/2010	04/21/2010	SE	Sick Leave - EE Illness				1.00	
03/31/2010	03/31/2010	SE	Sick Leave - EE Illness	00:00	04:00		0.50	
03/30/2010	03/30/2010	SE	Sick Leave - EE Illness				1.00	
03/10/2010	03/10/2010	SE	Sick Leave - EE Illness				1.00	

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