

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.2.34.				
<i>CHAPTER:</i> Human Resources	<i>ISSUED:</i> 1/18/22	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>	<i>REV. D</i>
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PURPOSE

Sick leave hours are awarded to benefit-eligible Employees to allow them to be paid for necessary time away from work for the reasons outlined below:

1. Personal illness of the Employee.
2. Illness of a member of the Immediate Family when the Employee’s presence and assistance is necessary. Immediate Family is defined as an Employee’s spouse or civil union partner, children (including biological, ward, grandchild, child of civil union partner, adopted, step, foster or any child for whom the Employee stands in loco parentis), parents (biological, step, adopted, in-law, parents of a civil union partner), and siblings (biological, half, adopted or step).
3. The Employee’s medical or dental appointments and/or to accompany Immediate Family when the Employee’s presence is necessary. These appointments must be coordinated and approved by the supervisor, dean or designee in advance. Appointments need to be made at a time that presents the least amount of inconvenience or interruption to the Employee’s duties.
4. Legal appointments, change of residence arrangements or court appearances where the Employee is a victim of domestic violence, sexual assault or stalking.
5. Legal appointments, change of residence arrangements or court appearances where an Immediate Family is the victim of domestic violence, sexual assault or stalking and the Employee’s presence and assistance is necessary.

Additional Considerations:

Where the illness extends beyond three days, the Employee should contact Human Resources to discuss applying for protection under the Family and Medical Leave Act. It is the supervisor or dean’s (or dean’s designee) responsibility to immediately report potential FMLA situations to Human Resources.

Employees are encouraged to contact Human Resources for information regarding applicability of short-term disability or long term disability benefits. Employees are further encouraged to contact Human Resources regarding rights under FMLA and ADA. Human Resources can be reached at (402) 280-2709.

POLICY

The applicable policy to Faculty or Staff is defined below.

STAFF

Eligibility:

Staff hired to work 1,040 hours or more per year will accrue sick leave hours beginning on their first day of benefit-eligible employment or re-employment. Available hours will display on the pay slip viewed through myHR. Changes in work status that affect sick leave accrual will be placed on the first day of the pay period in which the change takes

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effect. Staff hired into a non-benefit eligible status and who later become benefit eligible will begin to accrue sick leave hours with the pay period in which the change takes effect. Employment classifications excluded from this policy include faculty, medical residents (house staff), and residents in pharmacy, physical therapy and occupational therapy programs.

Accrual:

Benefit eligible staff accrue sick leave hours each pay period based on annual scheduled hours. Full-time staff working 2,080 hours per year (40 hours per week times 52 weeks per year) accrue eight hours per month if paid monthly and 3.69 hours per pay period if paid biweekly. Staff working less than 2,080 hours per year earn sick leave hours on a pro-rated basis (based on the full-time accrual rate). For example, staff working 1,040 hours per year will accrue four hours per month if paid monthly and 1.85 hours per pay period if paid biweekly. Sick leave hours are updated each pay period to reflect sick hours taken and additional hours earned. Available hours will display on the pay slip viewed through myHR.

Maximum Hours:

Sick leave will accrue up to a maximum of 240 hours (30 days) for all benefit eligible staff regardless of work status, job level, or pay frequency. If the maximum limit is reached, accruals will stop until the hours balance falls below the maximum limit. In the pay period in which a balance reaches the maximum cap, the amount of accrual is determined by the hours balance after any hours used during the pay period are subtracted. No pay will be received for hours missed if sick leave hours are not available.

Requesting Time Off :

If accrued sick leave hours are not available and approval is granted to take the hours as unpaid, the hours will be recorded on the time sheet as sick leave; however, the hours will not be paid. A negative sick leave balance is not permitted. Staff are responsible for entering all used sick leave hours in the myHR system.

Payment of Unused Hours:

Unused sick leave hours are not payable at the time of separation of service or retirement.

FACULTY

Benefit eligible full-time faculty have a total annual sick leave allowance of 240 hours or 30 working days. Benefit eligible part-time faculty members are entitled to receive sick leave proportional to the annual full-time faculty sick leave allowance. Sick leave hours may not be accumulated from year to year. Unused sick leave hours are not payable at the time of separation of service or retirement.

Faculty Members are responsible for entering all used sick leave hours in the myHR system. Available sick leave hours are reported on the pay slip in MyHR and adjusted each pay period to record any sick leave taken during the month prior.

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SCOPE

This policy applies to all benefit eligible University employees.

ADMINISTRATION AND INTERPRETATIONS

Questions regarding this policy should be directed to the University’s Human Resources Department.

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend, or terminate this policy at any time.