SICK LEAVE

Southern Nazarene University provides a sick leave plan for eligible employees to be used in the event of an illness of the immediate family, i.e. personal, spouse, child, or parents.

PROCEDURE:

ELIGIBILITY
A. All regular and academic year regular employees become eligible and begin accruing paid sick leave on the first day of employment.
B. Salaried, exempt employees will accrue 5.33 hours per month. (If an employee works Full Time (2080 hrs/yr) this equals 8 days of sick leave each year)
C. Hourly, non-exempt employees accrue .0308 hours per regular hours worked. (If an employee works Full Time (2080 hrs/yr) this equals 8 days of sick leave each year)
D. Temporary employees are not eligible for paid sick leave.

PRACTICE
A. Sick leave will be paid at a rate equivalent to the employee’s calculated hourly rate exclusive of any overtime pay.
B. Sick leave will be paid for time off for medical purposes (illnesses, doctor’s appointments, physicals, etc.) of the employee, his/her spouse, child(ren), or parents.
C. Sick leave will be paid only for time the employee would normally have been scheduled to work.
D. Sick leave will be taken in increments not less than fifteen minutes.
E. The employee must communicate the need to take sick leave with their direct supervisor before taking sick leave.
F. If an employee is takes four or more sick leave days in a row, (s)he may be required to present a physician’s note before returning to work.
G. When applicable, sick leave pay will be coordinated with Worker’s Compensation.
H. Unused sick leave will be carried into the next year.
I. Employees can accrue up to 720 hours. (If an employee works Full Time this equals 90 days of sick leave).
J. Accrued sick leave hours are forfeited upon separation from the university.
K. Upon separation from the university, an employee cannot “sell-back” sick leave hours by using sick leave after their last “working day”.
L. If the university finds that sick leave has been misused, sick leave will not be awarded and may result in discipline.