

**NUMBER:** D-3

**TITLE:** SICK LEAVE

**POLICY:** 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 ~~request~~ 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 ~~In no event will paid sick leave exceed~~ 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.

Original 1/98  
Revised 6/99  
Revised 1/02  
Revised 6/15