

Sick Leave Time

How much Sick Time do I earn?

Full-time benefits-eligible staff accrue sick leave at the rate of one day (8 hours) for each complete month of service. Nine hundred sixty (960) hours of unused sick leave may be carried over at the end of the calendar year. Benefits-eligible employees who work less than forty (40) hours per week accrue sick leave in the same proportion to time worked. Faculty accrue eight hours of sick leave per month based upon the contract period.

How can I use my Sick Leave?

Paid sick leave should be used when an employee is unable to work because of illness, injury, or medical, dental or optical treatment. Sick leave may not be used in place of annual leave or for non-health-related situations.

Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the father, mother, individual acting as a parent or guardian, sister, brother, husband, wife, child, grandparents, or grand-child, of the employee or the employee's spouse.

Do I receive maternity leave time?

Maternity leave shall be treated as any other leave for sickness or disability. Upon return from maternity leave, the employee will be given the same or a comparable position to the one she occupied prior to the leave. The employee is expected to give her supervisor as much notice as possible prior to beginning maternity leave and at least two weeks' notice prior to returning to work.

More information can be found in the [Staff Handbook](#).

? Questions about Sick Time Leave? Reach out to Human Resources—we're happy to help!

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