



HUMAN RESOURCE POLICY & PROCEDURE

Topic: **SICK LEAVE POLICY & PROCEDURE**

Policy #:

Version: 1.0 Updated Date: May 2008

Purpose: To define Roger Williams University's (the "University") policy and procedure regarding eligibility for sick time, calculation of sick time balances and guidelines for the use of sick time.

Scope: This policy applies to all employed in full-time, permanent positions and part-time, permanent positions by the University, subject to the terms herein and to the provisions of governing collective bargaining agreements (CBAs) for those recognized by same. Where there is conflict between the CBAs and this policy, whether by inclusion or exclusion of terms, the CBA's express terms only govern.

Policy:

I. Interpretation

Sick leave is a paid personal benefit that is accrued with active employment and shall be construed consistent with the University's Family Leave Policy & Procedure. Under certain conditions as set out in the Family Leave Policy, both family leave and sick leave will be used simultaneously. Under other conditions, sick leave as set out herein, will be used and depleted separately from family leave eligibility and use. Finally, under certain conditions as set out under Family Leave Policy, family leave is available for use but sick leave is not and will not be used.

II. Accrual

Employees shall earn one and one quarter (1¼) working days per calendar month, starting with the first full calendar month of employment. Accrual shall continue for each month of active employment until unused accrual reaches forty-five (45) days of accrual, at which time accrual stops until depleted through proper utilization.

A. "Active employment" shall be defined as either actual work reporting as scheduled, or authorized, paid leave utilization.

B. Sick leave will not accrue during a period of employment except active employment.

III. Utilization

A. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, injury or exposure to contagious disease or for the attendance of the employee upon a member of the immediate family who is seriously ill, or whose spouse is hospitalized due to pregnancy.

1. Seriously ill shall be defined herein to mean "suffering from a certifiably debilitating medical condition, significantly impairing one from performing the regular, necessary, daily function of living without significant, continued assistance from another."

- B. Accumulated sick leave may be used to grieve the death and/or attend the funeral of the employee's immediate family; father, mother, spouse, child, foster child, sister or brother of employee and relatives of employees residing in the same household as employee. Leave utilized for bereavement shall be limited to three (3) days per occurrence unless exception for extraordinary reason is made by and at the discretion of the University, through its Department of Human Resources.
- C. Sick leave will be charged by the nearest half (½) day of use.
- D. There is no sick leave absent accrual. Therefore, an individual who has exhausted his/her sick leave is not entitled to a sick leave of absence.

IV. Authorization & Validation

- A. **Short-Term Leave:** Sick leave pursuant to this provision, of two (2) work weeks or less, is considered a short-term leave and shall be authorized and/or validated as follows:
 - 1. **Anticipated Leave:** Any proper utilization of sick leave anticipated in advance must be requested as far in advance as practicable, and approved by the employee's immediate supervisor prior to utilization. Approval will not be unreasonably denied. Examples of anticipated leave, by way of illustration but not limitation, include physician appointments, dentist appointments, scheduled surgery and short-term care for an ill member of the immediate family. Within a reasonable period of time following utilization of sick leave for this purpose, the employee must validate, as required, the reason for scheduled leave by means of written proof that the scheduled purpose for the sick leave did occur.
 - 2. **Unanticipated Leave:** Utilization of sick leave that cannot be anticipated in advance, such as sudden illness, must be validated by contacting, as soon as possible the employee's supervisor or by utilizing such method specifically directed by the employee's supervisor to notify the University of unanticipated sick leave. If absent for three (3) or more consecutive working days, the employee, upon request by University, must present, reasonable evidence of the need enabling sick leave usage. By way of illustration but not limitation, a statement from a licensed health care provider as defined in Family Leave Policy & Procedure, validating the nature and duration of the work disabling event will suffice.
- B. **Long-Term Leave:** Sick leave, pursuant to this provision, of over two (2) work weeks is considered a long-term leave and shall be authorized and/or validated as follows:
 - 1. **Anticipated Leave:** An anticipated leave must be requested, approved and supported, in advance of utilization, with medical documentation from the employee's physician stating the following:
 - a. Nature of illness or injury preventing the employee from working and/or necessitating the absence.
 - b. Prognosis for recovery and anticipated date for return to work.

The University may, at its option and expense, direct and secure a second medical opinion from a University-selected physician and authorize or refuse

the sick leave based thereon. During a leave secured pursuant to this provision, the employee may be required to submit periodic medical progress reports and verification or alteration of the originally anticipated return date secured from the attending physician. The University reserves the right, at its own expense, to direct and secure a second opinion from a University-selected physician during the long-term leave of absence and continue or reject authorization and utilization of paid sick leave based thereon.

No employee may return to active employment with the University unless and until a physician's specific prognosis of the employee's recovery from the disabling aspects of the paid illness or injury is certified by said physician, in writing.

2. **Unanticipated Leave:** While prior notification and approval may, in extraordinary circumstances, be impossible or impracticable for every circumstance and condition enabling long-term leave, the same procedures and reciprocal right of the University and the employee as outlined in provision IV.B.1 immediately above shall apply except that the notification to the University must be approved as soon as possible and to the extent possible no later than three (3) days following the occurrence of the enabling event. Approval for a long-term leave must then be secured through those procedures outlined in provision IV.B.1. immediately above.

V. Confidentiality of Records

All medical reports and diagnoses provided pursuant to this policy shall remain confidential with the centralized Human Resource functions of the University, the Office of General Counsel and the President only.