The University sick leave policy grants an employee reasonable protection from loss of pay or jeopardy to his/her position due to absence as a result of personal illness, death, or serious communicable illness within his/her immediate family.

University employees earn sick leave at the rate of four and six-tenths (4.6) hours for each completed 80 hours of service for actual hours in pay status (15 workdays per year). There is no limit on the amount of sick leave which may be accumulated.

Employees who work fewer than 40 hours a week will earn sick leave on the basis of actual hours in pay status each pay period.

(1) The vice president and chief HR officer is responsible for the implementation of this directive.

(2) Employees may use sick leave, upon approval of their supervisor, for absence due to personal illness, injury, and exposure to serious contagious disease which could be communicated to other employees, and for serious illness or injury in the employee's immediate family. In case of a member of the immediate family not living in the same household, the vice president responsible for human resources and talent development may authorize sick leave in accordance with the Family Medical Leave Act.

(3) The immediate family includes grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, a legal guardian or other person who stands in place of a parent.
(4) Sick leave may be used when death of a member of the immediate family occurs. (See section on Leave of Absence.) Additional information on sick leave is contained in the section on Reporting of Absences.

(5) Any employee who becomes pregnant must use any or all of accrued sick leave for maternity-related leaves of absence in accordance with the Family Medical Leave Act.

(6) Employees who are ill for more than five continuous workdays must report to the University Health Service prior to reporting to work and obtain approval to return to work from the University physician or his designee.

(7) Apart from the above, classified employees who are members of the Communication Workers of America bargaining unit, members of the AAUP tenure/tenure track bargaining unit, and members of the Professional Staff Association may qualify for the respective Sick Leave Bank created for use of members of those organizations.

(8) Unclassified employees utilizing the long term disability (LTD) program are required to use their accrued sick leave for the first six months of a disability recognized under the University’s Long Term Disability policy. The long term disability program will be effective after 180 days or the termination of the employee’s accrued sick leave, whichever occurs later in time. Once the employee is eligible to receive long-term disability, he/she will no longer be eligible to receive leave from the Sick Leave Bank.

(9) The University shall recognize any previously authorized and accrued sick leave earned by an employee while employed by another public agency of the State of Ohio, in accordance with R.C. 124.38(C). The employee must provide verification from the public agency by which he was previously employed of the amount of accrued sick leave earned and transferable before it will be recognized by The University of Toledo.

Approved by: Nagi G. Naganathan, Ph.D.
President

April 10, 2015
Date

Policy Superseded by This Policy:
- Previous 3364-25-125

Initial effective Date: February 10, 1999
Review/Revision Date: September 13, 2013; April 10, 2015
Next review date: December 31, 2015

Review/Revision Completed by:
Vice President and Chief HR Officer