CAH Faculty Sick Leave Policy/Time Reporting  
Effective February 2014

The College of Arts and Humanities recognizes, respects, and acknowledges that faculty members are not regular hourly employees and often have schedules that fall outside an ordinary 40-hour work week schedule. However, if an employee is unable to perform her or his assigned duties, is unable to attend meetings, is unable to hold office hours, or is unable to conduct her or his classes as assigned for reasons covered under appropriate and authorized use of sick leave, then that faculty member is required to report such time on her or his Leave and Pay Exception Report (LAPER).

The CBA position on sick leave in 17.8(2) b states that sick leave shall be authorized for the following:

1. The employee's personal illness, exposure to contagious disease which would endanger others, or disability where the employee is unable to perform her assigned duties.
2. The employee's personal appointments with a health care provider.
3. The illness or injury of a member of the employee’s immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for caring for a member of the employee’s immediate family shall not be unreasonably withheld. “Immediate family” means the spouse and the grandparents, parents, brothers, sisters, children and grandchildren of both the employee and the spouse, and dependents living in the household.
4. The death of a member of the employee’s immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for the death of a member of the employee’s immediate family shall not be unreasonably withheld.

The College of Arts and Humanities' policy on use and reporting of sick leave time on LAPER is as follows:

Any faculty member who:

1. due to personal illness or injury or the illness or injury of a member of her or his family misses a class, meeting, office hour, or other work-related duty for which the faculty member would be expected to be on campus or performing her or his duties in “virtual” space must report such time on LAPER during the appropriate reporting period.
2. is hospitalized for any period of time and is unable to perform work-related functions and is unable to attend classes, meetings, and office hours as scheduled or that may be scheduled during that time is required to report the entire 8-hour time period for each day of hospitalization consistent with the authorized use of sick leave noted in the CBA, 17.8 (2) b.
3. is a 9-month faculty member on contract during a summer term and is hospitalized, and/or who misses a class, meeting, or office hours due to illness or injury, is required to use sick leave. But if the faculty member is not on contract in a summer term, use of sick leave is not required.

Other considerations such as those noted in the CBA in section 17 require or permit the use of sick leave as appropriate (e.g., a 12-month faculty member who is on annual leave but who is ill or hospitalized during all or part of that time may, consistent with 17(2)c, substitute the use of sick leave for annual leave). All previous considerations regarding use of sick leave time are contingent upon the accrual of sufficient sick leave time to cover absences. If an employee has exhausted all sick leave time, unpaid or alternate leave time if available may be used as appropriate and with proper authorization. Absence covered under ADA and FMLA are subject to guidelines as published in appropriate documentation that exceeds the scope of this policy.

Joseph B. Fernández, Dean, College of Arts and Humanities  
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Last Amended February 13, 2014—NAS, CAH Dean's Office