

## **SNU Policy: Staff Sick Leave**

### **SNU Policy ID: Benefit Information D-3**

#### **Policy Reviewed by: Director of Human Resources**

#### **Approval Authority: Vice President for Business and Finance**

#### **Approval Date: July 01, 2025**

#### **Next Review Date: July 01, 2030**

**POLICY:** It is the policy of Southern Nazarene University to grant sick leave with pay to eligible employees in accordance with the guidelines established below.

#### **ELIGIBILITY:**

- Full-time and part-time staff employees in positions classified as 0.50 full-time equivalent (FTE) to 1.0 FTE.
- Employees in temporary, seasonal, and student positions are not eligible to earn sick leave.
- Faculty and adjunct instructors are not eligible to earn sick leave under this policy.

#### **PROCEDURE:**

- Sick leave is paid time off granted to employees who are unable to work due to their own illness, injury, or health (e.g. medical, dental, vision) condition, or to care for an immediate family member with an illness, injury, or health condition.
    - Sick leave may also be used for attendance of the employee's or immediate family member's health (e.g. medical, dental, vision) appointments.
    - "Immediate family member" is defined as the employee's
      - Spouse, children, or parents who are residing in the same household
      - Minor children or stepchildren not residing in the same household
      - Spouse, adult children or parents who do not reside in the same household but with a "serious medical condition" as defined by the Family and Medical Leave Act (FMLA). See policy D-9, **FMLA Policy for Staff & Faculty Employees**.
  - Sick leave is not intended to be used as vacation leave or other absences from work, except as defined within this policy.
  - Sick leave must be accrued before it can be taken.
  - For a full day off, sick leave is to be utilized in the amount that mirrors the employee's normal work schedule for that day (i.e. an employee with a 12-hour schedule would use 12 hours of sick leave for that day).
  - For a partial day off, sick leave will be taken in increments of not less than fifteen minutes and includes the total time away from the place of work.
  - An employee's base pay rate and standard hours in effect at the time sick leave is taken are used in calculating sick pay.
  - Sick leave is excluded from "time worked" in calculating overtime pay.
  - Pay in lieu of unused sick leave is not allowed.
  - The employee must communicate the need to take sick leave with their direct supervisor as soon as possible before taking sick leave.
  - If a paid holiday falls within an employee's requested sick leave, the holiday pay will be paid in lieu of sick leave.
  - All employees will report sick leaves used during the pay period in which it is taken.
    - Exempt employees are required to report sick leave taken even though they do not report hours of work under the Fair Labor Standards Act.
  - Supervisors will refer employees whose sick leave requests may qualify for coverage under the Family and Medical Leave Act (FMLA) to Human Resources. Qualifying reasons include but are not limited to:
    - Consecutive absences exceeding three days
    - Recurring, intermittent absences
    - Requests for leave for the employee's or family member's serious health condition (e.g. inpatient care, hospitalization, surgery, chronic or long-term illness or injury, recurring course of treatment)
    - Requests related to pregnancy, adoption, or foster care
- See policy D-9, **FMLA Policy for Staff & Faculty Employees**.

- Employees with absences lasting longer than three days may be required to present documentation from their health care provider before returning to work.
- Employees who use sick leave for surgery will be required to present a return-to-work release to Human Resources before returning to work.
- Eligible employees may donate a portion of their sick leave to the Shared Sick Leave Pool according to the terms of policy D-3.1, **Shared Sick Leave Policy**.
- Employees suspected of abusing sick leave (e.g. excessive use, patterns coinciding with weekends/holidays, failure to notify supervisor of need for leave) may be subject to documentation requirements and disciplinary action, up to and including dismissal from employment.

#### **Sick Leave Accrual**

- Sick leave begins to accrue on the first day of eligible employment and can be taken upon accrual.
- Sick leave accruals are posted at the end of each pay period.
  - For employees who are exempt from overtime (e.g. salaried):
    - Accruals are calculated per month based upon the FTE Level (see accrual charts below).
    - New employees will accrue for the entire first month of employment, even if they start on the last day of the month.
  - For employees who are not exempt from overtime (e.g. hourly), accruals are calculated for hours worked up to 40 hours per week (see accrual charts below).
- Sick leave accrual is calculated upon “base pay” and not other forms of compensation such as bonus, incentive, overtime, double time, call back pay, stipends, adjunct pay, leave without pay, etc.
- Unused sick leave will be carried into the next year up to a maximum accrual of 720 hours.
- Vacation leave in excess of one year’s entitlement will be converted to sick leave on July 1 of each year up to a maximum of 720 hours of sick leave.
- Please note the rates are separated between types of employees (exempt and non-exempt), and between FTE (full-time equivalent):

#### **Accrual Charts for 12 Month Employees**

<b>NON-EXEMPT STAFF</b>	
Hours Accrued Per Hour Worked	Maximum Accrual
0.0308 hours	720 hours

<b>EXEMPT STAFF- 1.00 FTE</b>	
Hours Accrued Per Month	Maximum Accrual
5.33 hours	720 hours

<b>EXEMPT STAFF - 0.75-0.99 FTE</b>	
Hours Accrued Per Month	Maximum Accrual
4.00 hours	720 hours

<b>EXEMPT STAFF - 0.50-0.74 FTE</b>	
Hours Accrued Per Month	Maximum Accrual
2.67 hours	720 hours

#### **Accrual adjustment for 9, 10, 11 Month Employees**

- Exempt (e.g. salaried) employees on a 9-, 10- or 11-month work schedule will accrue sick leave as follows:
  - 9 months: 9/12 of a 12-month employee’s accrual
  - 10 months: 10/12 of a 12-month employee’s accrual

- 11 months: 11/12 of a 12-month employee's accrual
- Non-exempt (e.g. hourly) employees on 9-, 10-, or 11-month work schedules accrue sick leave for each hour worked, using the same accrual rate as 12-month hourly (non-exempt) employees. No sick leave will be accrued for periods in which no hours are worked.

#### **Benefits Upon Retirement, Separation, or Change in Status**

- Employees who transfer to a leave eligible position in another SNU department will keep the balance of their accumulated sick leave.
- Employees who retire, separate from the university or transfer to an ineligible position will forfeit all unused sick leave.
- The remaining balance of unused sick leave may be donated to the Shared Sick Leave Program on a departing or ineligible employee's last day of work/eligibility.
- Sick leave cannot be used to extend a termination or retirement date.

#### **Benefits After Rehire/Break in Service**

See Rehire Policy B-6

#### **Benefits During Leave of Absence**

- Employees on leave of absence are required to use all accrued paid sick time as part of the leave.
- Employees on leave, other than military active duty or National Guard training, will not accrue any new sick time during the leave.

#### **Benefits During Short-Term Disability, Long-Term Disability and Workers' Compensation**

Accumulated sick leave may be used to supplement partial pay while receiving Short-Term Disability or Workers' Compensation benefits, per the terms of the policy or individual state law. Supplementing sick leave while receiving Long-Term Disability is not allowed, as Long-Term Disability benefits will be offset by the amount of sick leave pay received.