Sick Leave

Statement

Beginning with their employment, regular full-time and part-time employees are provided with sick leave. The sick leave benefit provides paid time for the employee’s absence due to personal illness, injury or other short-term disability. Additionally, sick leave may be used for child(ren), spouse, significant other whose condition requires the employee’s direct care and in instances of qualified FMLA leaves. Sick leave may also be used for relationships not covered by the University’s bereavement leave policy and instances where additional bereavement time is needed.

Entities Affected

All regular full-time and regular part-time employees

Background

Not applicable

Policy Procedures

Staff shall receive sick leave credits on the basis of one day per month for each period of employment with Eastern Kentucky University. Sick leave credits accrue with each payroll. Periods of leave without pay earn no sick leave credits. If a person resigns an adjustment will be made at that time for any used but unearned sick days. Regular part-time staff receive sick leave credits on a basis proportional to their work assignment.

Sick Leave Recordkeeping

It is the responsibility of employees to inform the immediate supervisor whenever they cannot meet their responsibilities due to illness or other reasons covered by the sick leave policy.

Sick Leave Benefits upon Dismissal of Employment
Any employee terminating employment at EKU prior to retirement will receive no compensation for accumulated sick leave days. A staff member who retires from EKU under KTRS can receive up to one-half year of service credit toward retirement benefits based on accumulated sick-leave days. The KTRS regulation allows unused sick leave to be applied to generate a maximum of one-half year additional service credit. Employees who retire from EKU under KERS can receive unlimited service credit in the amount of their accumulated sick days.

Coverage after Sick-leave Benefits are Exhausted

Depending on the circumstance, the long-term disability insurances as is provided by the University or disability provision of KTRS & KERS will come into effect no more than 120 days following an accident or sickness. For more details, contact Human Resources Benefits Office.

Information regarding employee paid short term disability insurance is also available from the Human Resources Benefits Office.

Employees who have exhausted their sick leave due to catastrophic illness or injury may also make application to the Sick Leave Bank for additional sick time. See Sick Leave Policy.

Definitions

Sick Leave

Personal illness, injury, or other short-term disability; attendance on the children or spouse or significant other whose condition requires the employee’s direct care; and a death in relationships not covered by the University’s bereavement leave policy.

Responsibilities

Employees

Inform their immediate supervisor whenever they cannot meet their responsibilities due to illness or other reasons covered by the sick leave policy.

Violations

Violations of this policy will be handled through normal University procedures.
Interpreting Authority

Director of Human Resources

Statutory or Regulatory References

Not applicable

Relevant Links

Sick Leave Bank Policy

Adoption Review and Approval

Approved by the Board of Regents on August 1, 2002 in the Staff Handbook