

Sick Leave Policy

Policy Statement:

Regular full-time employees who have successfully completed the introductory period are entitled to paid sick leave for personal illness or illness of an immediate family member. Paid sick leave is calculated based on the usual five-day work week. Sick leave is based upon the employee's length of service at the University. Sick days are earned on a fiscal year basis, i.e., July 1 to June 30, and days that remain unused at the end of a fiscal year are carried forward into the short-term disability bank. Sick day benefits are as follows:

Regular full-time employees:

Hourly rate employees: The Schedule below is based on a five-day work week; other work schedules will be pro-rated accordingly. NOTE: one week is equal to the total hours normally scheduled to work in one week.

Fiscal years of service:	Number of sick days each year
Less than 1 year	1 day for every two months
After 1 year	10 days
After 5 years	15 days
After 10 years	20 days

Regular part-time employees are allotted sick days using the following formula:

Part time hours worked per week
÷ 35 hours (full time standard)
X sick days for full time employee in that classification and years of service

When an employee takes more than three consecutive days of sick leave, a health care provider's certificate is required. Such certificate should provide the nature of the illness, the expected duration of the illness or recuperation period, the date on which the employee may return to work, and the health care provider's signature.

In addition, an employee out of work for more than three consecutive days due to an illness or injury must present a health care provider's certificate stating that the employee is released to return to work. Any restrictions on work must be noted on the form. Where appropriate, the University will attempt to provide reasonable accommodations that enable the employee to perform the essential job functions of the position.

The University reserves the right to withhold payment of wages for sick days if the provider's certificate is not submitted within two (2) business days after the employee returns to work.

Employees are subject to disciplinary action up to and including termination of employment for abuse of sick day benefits.

Definitions:

Immediate family is defined as spouse; parent; biological, adopted, foster, or step child; legal ward; or “child” of a person acting in the capacity of a parent.

History:

07/01/91 – Reaffirmed with publication of Personnel Manual 5.3

02/13/98 – Revised to add expression of concern for employees during recuperation period

11/06/98 – Revision of allotted sick days approved by the President of the University as recommended by the Policy Committee of the University

01/27/06 – Cyclical review approved

02/19/16 – Revised to clarify hours that are allocated approved by the President of the University as recommended by the Policy Committee of the University

02/27/19 – The President of the University approved the revision changing the number of consecutive days of sick leave an employee takes from four to three before requiring a health care provider’s certificate, as recommended by the Employee Benefits Committee.

Related Policies:

5.301.1 – Employment Status for Administrative and Staff Positions

5.301.2 – Introductory Period of Employment for Administrators and Staff

5.303.4 – Short Term Disability for Administrators and Staff

5.307.2 – Worker’s Compensation

**MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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Secretary of the University and General Counsel**