

Sick Leave and Bereavement Leave Policy

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Issued by: Human Resources
Contact: Office of Human Resources, 814-393-2235

Policy:

The University and each employee share a common concern for, on the one hand, the work that needs to be done, and on the other, the well-being of the individual who performs the work. Thus, it is expected that each employee comes to work when his/her health permits and remains at home when it does not.

Guidelines:

Permanent full-time employees shall be eligible for sick leave after 30 calendar days with the university. The employee shall earn and accumulate leave based on the guidelines established in the respective collective bargaining agreements or applicable State System policy.

Procedures:

The employee is responsible for reporting to his/her supervisor as early as possible that he/she will be unable to report for work because of personal illness, injury, or illness and/or death in the immediate family. Unless physically impossible, this reporting should be accomplished either one (1) hour before or within the first hour of working hours for the first day of such sick leave. If an employee fails to comply with this requirement, the employee will be considered on leave without pay until it can be demonstrated to the satisfaction of his/her supervisor that it was physically impossible to have complied.

Each supervisor is responsible for supervision of an employee and should maintain records of an employee's absences and leave taken to ensure the leave is properly submitted and approved in the Employee Self Service (ESS) system. Paid sick leave may be granted if the time has actually been accrued or it may be granted for permanent employees who anticipate its accrual through the end of the calendar year. An employee may not use more than the total anticipated sick leave for the calendar year. A supervisor should inform the Human Resources Office whenever an employee is absent for more than two days, either paid or unpaid.

Leave:

Eligible employees shall be granted leave when, because of personal illness, injury, or quarantine, they are unable to perform their assigned duties.

If sick leave is claimed for three or more consecutive days, a physician's statement will be required so that the employee may continue to claim sick leave rights. For absences of less than three days, a physician's statement may be required where the University has some reason for justification. The Supervisor should evaluate each case individually and, in consultation with Human Resources, determine the appropriate action.

Temporary Employees:

Temporary employees are not eligible for sick leave benefits unless they have worked 750 regular hours by the end of the last full pay period in each calendar year. If they have worked for this amount of time, they will begin to accrue time based on the earnings structure in their respective collective bargaining units.