

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF HUMAN RESOURCES
POLICY AND PROCEDURES MEMORANDUM

FACULTY SICK LEAVE

DATE: November 2001

Based on the provisions of HB 1 (General Appropriations Act) passed by the Seventy-fourth Legislature, Regular Session 1995, faculty employees appointed on a nine-month basis at least half-time or more for a period of four and one-half months or longer are eligible to accrue sick leave under the same provisions applicable to other University employees.

Records of sick leave accrual and utilization are *required*. The Department Chair/Dean must certify the amount of sick leave accrued and sick leave taken monthly by each member of the faculty under their supervision and file their department's report with the Office of Human Resources. Any adjustments for sick leave taken should be made on the report and the report should be signed and dated by the Department Chair/Dean.

Sick leave may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care and assist a member of his or her immediate family who is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the Texas Department of Protective and Regulatory Services. Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of regular sick leave. An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a spouse, child or parent of the employee who needs such care and assistance as a direct result of a documented medical condition.

Sick leave entitlement and accrual. Faculty members earn sick leave entitlement beginning on the first day of employment with the University and terminating on the last day of duty. Credit for one month's accrual will be given for each month or fraction of a month of employment with the University and will be posted to each faculty employee's sick leave records on the first day of employment and on the first day of each succeeding month of employment thereafter.

Sick leave entitlement is earned at a rate of eight (8) hours for each month or fraction of a month employment for a full-time employee and accumulates with the unused amount of such leave carried forward each month. Faculty employed part-time shall accrue sick leave on a proportionate basis. Sick leave accrual will terminate on the last day of duty.

Sick leave accrual for faculty employees teaching during the summer will be based on the percentage of teaching time during summer sessions.

Requirements for notification of absence. A faculty member who must be absent from duty because of illness should notify his or her Department Chair/Dean or cause him or her to be notified of that fact at the earliest practicable time. Faculty members at institutions of higher education must report all sick leave even though no classes were missed if the absence occurred on a normal workday for regular employees.

Under the provisions of the General Appropriations Act, to be eligible for accumulated sick leave with pay during a continuous period for more than three (3) working days, an employee absent due to illness must send to the Department Chair/Dean a doctor's certificate showing the cause or nature of the illness, or some other written statement of the facts concerning the illness. The University may also require proof before a faculty employee returns to work that he or she is physically fit to return. The Department Chair/Dean should notify the Vice President for Academic Affairs in writing of any periods of extended sick leave needed by a member of the faculty