NUMBER: D-3

TITLE: SICK LEAVE

POLICY: Southern Nazarene University provides a sick leave plan for eligible employees to be used in the event of an illness of the immediate family, i.e. personal, spouse, child or parents.

PROCEDURE:

ELIGIBILITY
A. All regular and academic year regular employees become eligible for paid Sick Leave on the first day of employment. You will accrue 5.33 hours per month.
B. One Half Part Time employee will be awarded one half of the regular full time benefit. Three Quarter Part Time employee will be awarded 75% of the regular full time benefit.
C. Temporary employees are not eligible for paid sick leave.

PRACTICE
A. Sick leave will be paid at a rate equivalent to the employee’s calculated hourly rate exclusive of any overtime pay.
B. Sick leave will be paid for time off for medical purposes (illnesses, doctor’s appointments, physicals, etc.) of the employee his/her spouse, child(ren), or parents.
C. Sick leave will be paid only for time the employee would normally have been scheduled to work.
D. Sick leave will be in increments not less than fifteen minutes. The time off will be rounded to the nearest quarter of an hour.
E. The employee must request the paid sick leave. The manager will approve the payment.
F. If an employee is paid four or more sick leave days, (s)he may be required to present a physician’s note to return to work.
G. When applicable, sick leave pay will be coordinated with Worker’s Compensation.
H. Unused sick leave will be carried into the next year.
I. If an employee is terminated during the year and has taken more paid sick leave hours than “earned,” his/her last payroll check will be adjusted by deducting the unearned portion of paid sick leave hours.
J. In no event will paid sick leave exceed 90 days.

Original 1/98
Revised 6/99
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