



**POLICY**

Title:	Sick Leave
Effective Date:	12/12/2017
Approved By:	President’s Council
Responsible Party:	Vice President of Human Resources
History:	2010
Related Documents: Family & Medical Leave Policy; Non-FMLA Leave Policy; Eligibility for University Provided Benefits Policy;	

**I. PURPOSE**

Salus University provides income replacement to Benefit Eligible Employees who have a non-work related illness or injury that renders them unable to work.

Note. This policy does not apply to Collective Bargaining Unit positions.

**II. DEFINITION**

Each “Sick Leave Day” is equal to the Employee’s normal work day.

“Year” means each annual period of an Employee’s tenure commencing on either their hire date or the first day of the University’s fiscal year, as applicable.

**III. POLICY**

Sick Leave Days are provided for the health and well-being of the Employee (not that of a family member) that necessitate time off from work.

**IV. PROCEDURE**

**A. General**

1. Documentation. All Employees who are unable to report for work or must leave early due to a non-work related illness or injury must notify their supervisor. Use of Sick Leave Days for a duration of time of three (3) consecutive work days or longer requires documentation from a doctor. Use of sick leave days longer than five (5) consecutive work days requires the submission to the Office of Human Resources of a completed

Leave of Absence Request form, together with any documentation required by the University's Family & Medical Leave Policy or Non-FMLA Leave Policy, as applicable.

2. Number. Benefit Eligible Regular Full-Time Employees are entitled to the number of Sick Leave Days specified below based upon their length of service with the University. Benefit Eligible Regular Part-Time employees are entitled to a pro-rata portion (based on their full-time equivalent (FTE) percentage) of such Sick Leave Days.
3. Payment. Payment for Sick Leave Days shall be at the Employee's regular base rate of pay (excluding bonuses and other variable compensation). Sick Leave Days are not considered "hours worked" when calculating overtime for nonexempt employees.
4. Usage. Unused Sick Leave Days shall not carry over from Year to Year and are not compensable upon separation from employment or otherwise.

**B. Eligibility**

<b>Employee Category</b>	<b>When Eligible to begin to take Sick Leave Days</b>
Faculty	Immediately upon hire
Administrative & Professional Employee	After completion of the Introductory Period

**C. Number of Sick Leave Days**

The University shall provide the following number of Sick Leave Days during each Year to Benefit Eligible Regular Full-Time Employees:

<b>Years of Service</b>	<b>Number of Sick Leave Days</b>
Less than 2	20
2 - 4	40
5+	60

Once a Benefit Eligible Employee has exhausted all Sick Leave Days, Vacation or Personal Days may be used for absences for non-work related illness or injury. Thereafter, such absences shall result in a deductions from an Employee's pay in accordance with federal law and/or disciplinary action.