



Lehigh University Human Resources Policy

Policy Number: 123
Effective Date: 5/1/1999
Revisions:
Applicability: All Exempt Staff Members

SICK LEAVE/EXCUSED ABSENCE FOR EXEMPT STAFF POLICY

Purpose:

Policy on sick leave benefits for exempt staff

Policy:

The purpose of this benefit is to protect employees from financial hardship in the event of unavoidable short term absence from work due to minor illness or necessary personal business that cannot be scheduled outside of normal working hours.

Benefits are allocated on a fiscal year basis (July 1 through June 30). Two weeks (10 days) per year are granted during each of the first five years of employment. Three weeks (15 days) per year are granted at the start of the fiscal year after an employee has completed five full years of continuous service. The amount of sick leave granted annually is prorated for employees whose work schedule is less than 100%.

An exempt employee may accumulate unused benefits and carry forward up to a maximum of six weeks (30 days). This maximum is prorated for employees whose work schedule is less than 100%.

Accumulated, but unused, sick leave has no cash value. It will not be paid to employees upon termination or retirement.

Eligible staff members are covered by the terms of this policy beginning with the first day of scheduled work, provided that the staff member is actively at work on that day. The number of days for which an employee is eligible in the first year is prorated based on the first day of work within the fiscal year.

When an employee must take time off due to illness, the employee must notify his or her supervisor of the absence within one-half hour of the start of the working day. If an employee becomes sick while at work and must leave, his or her supervisor must be notified. If an employee is absent for three or more consecutive work days or an abuse of sick leave is believed by the supervisor, a doctor's excuse may be requested. For excused absence other than illness, an employee should make arrangements with his or her supervisor as far in advance as possible.

Excused absence time is available to allow an employee to provide emergency care for sick dependents

(only until other arrangements can be made) or attend personal appointments that cannot be scheduled outside of the workday. Such meetings include, but are not limited to, medical appointments, meetings to address legal issues, property settlement, or court appearances (if you are not the defendant in a criminal proceeding). One day may be available for moving to a new residence if the move cannot be scheduled for a day the employee is not scheduled to work.

Scheduled excused absences must be approved in advance by a supervisor. Requests should be made as far in advance as possible. Requests are approved at the supervisor's discretion. A supervisor must consider both the employee's needs and the needs of the office or department when deciding if excused absence will be granted.

For illnesses or injuries resulting in absences of two or more consecutive work weeks, benefits may be available under the *Short Term Disability Plan Policy*.

Keywords: Exempt, Sick, Excused