

ACADEMIC STAFF POLICIES



- A. Sick Leave and Disability Leave
- B. Maternity and Adoption Leave
- C. Family and Personal Leaves Without Pay

A. SICK LEAVE AND DISABILITY LEAVE

Eligibility. This policy applies to all full-time (100%) academic employees appointed for nine months or longer, including those who have received an approved partial leave without pay, e.g., persons on sabbatical leave. This policy does not apply to those in the Student or Professional Training category.

An academic employee who is sick or otherwise disabled may be absent with pay for up to two weeks by informally notifying his or her department head or appropriate academic administrator. If the individual is sick or disabled beyond this two-week period, he or she should submit a health provider's certificate to the department head. The department head should prepare a leave of absence request, attach a copy of the health care provider's certificate and forward through the Dean to the Vice President for Academic Affairs for review and action. If the academic employee adequately documents inability to work, he or she should be entitled to leave with pay for the period of disability as described in the following tables:

A (12-month) Appointments

Period of Service	First 0-3 months	Next 3 months	Next 6 months	Next 12 months	More than 24 months
Less than 2 years	Full Salary	FGID only 			
Between 2 & 10 yrs.	Full Salary		2/3 Salary	FGID only 	
More than 10 years	Full Salary			2/3 Salary	FGID only

B (9-month) Appointments

Period of Service	During Summer Periods	During Academic Year Only				
		First 0-3 months	Next 3 months	Next 3 months	Next 9 months	More than 18 months
Less than 2 years	FGID only	Full Salary	FGID only →			
Between 2 & 10 years	FGID only	Full Salary		2/3 Salary	FGID only →	
More than 10 years	FGID only	Full Salary			2/3 Salary	FGID only →

Notes: FGID = Faculty Group Income Disability
 Full Salary = Base Salary

The first payments from the FGID Insurance Plan are received at the end of the fourth month of disability. The disability payments are figured on the base salary in effect at the time when disability payments begin. For eligible persons who become disabled while on partial leave of absence without pay, the monthly sick leave salary payment during the period of that partial leave will be limited to the larger of (1) the reduced monthly salary payment or (2) the disability payments through the disability insurance plan.

These leave periods begin on the business day that the employee is first unable to fulfill his/her normal University duties and they include the two-week informal leave.

An academic employee who takes a leave of two weeks or less shall make reasonable efforts to ensure that classes are taught by others or made up later. In cases of longer leaves, the department or college is responsible for making other arrangements to make up classes and to cover other duties.

Academic employees with long-term disabilities must apply as soon as they are eligible for benefits under the Faculty Group Income Disability Insurance Plan, under Social Security, and under other specified disability programs whose benefits are deducted under the Disability Insurance Plan. Salary paid under this policy will be reduced by the amount of the benefits paid under those programs. The periodic payments from these programs will be prorated over the various University pay periods. If the individual fails to apply for these other disability benefits, payments under this policy will be reduced by the benefits that would have been received with proper application.

For academic employees who are on sick or disability leave for more than three months and who have at least two years' service, beginning with the fourth month the Central Administration will pay half the cost of that portion of the leave with pay which is not covered by insurance and to which the individual is entitled under this policy. The department or college will provide the remaining portion.

The time limits in this policy are maximums for each separate disability. An academic employee will be entitled to more than one period of paid leave only upon proof that the sickness or disability which requires a subsequent leave is separate from and not a continuation of an earlier sickness or disability for which the academic employee took a paid leave. The Vice President for Academic Affairs may determine in the interest of fairness that the person who suffers a recurring disability after returning to work should be allowed a subsequent paid leave.

B. MATERNITY AND ADOPTION LEAVE

Eligibility. This policy applies to all academic employees appointed for nine months or longer, except those in the Student or Professional Training category. (Note: Those female employees not eligible for maternity leave shall be entitled to a two-week leave with pay.)

The intent of this policy is to be supportive and accommodating as regards the special circumstances surrounding maternity and pregnancy.

A female academic employee is entitled upon request to six weeks' maternity leave with pay and need not prove actual disability during this six-week period. The six weeks shall be counted from the delivery date. The informal two-week leave may be accessed before delivery. The paid maternity leave must fall within the term of appointment.

Disabilities associated with pregnancy and childbirth will be treated like any other disability under this policy. The informal two-week leave period and the six-week maternity leave shall be included in the time limits described in tables in the Sick Leave and Disability Leave section.

A male employee is entitled to a two-week informal leave with pay during the term of appointment following the birth or adoption of a child. A female employee is entitled to a two-week informal leave with pay during the term of appointment following adoption of a child.

C. FAMILY AND PERSONAL LEAVES WITHOUT PAY

Eligibility. This policy applies to all academic employees appointed for nine months or longer, except those in the Student and Professional Training category, and those on date-specific appointments, i.e., annual or fixed term appointments. However, this policy shall apply to those on date-specific appointments who have been employed in the same position at the University for at least seven years.

An academic employee is entitled upon request to leave of absence without pay for up to twelve months following birth or adoption of a child or in the case of a child or spouse with a serious health problem. An academic employee is entitled under the same circumstances to an additional unpaid leave of up to twelve months unless the Vice President for Academic Affairs determines after consultation with the employee, the department head, and the dean that the leave will create substantial and exceptional hardships for students and other faculty. With the exception of unforeseen situations, wherever possible an individual requesting leave under this policy should file the request with the department head at least four months prior to the expected beginning date of the leave. This leave may start immediately following a disability leave related to childbirth or at the end of the six-week maternity leave.

If a family or personal leave ends during an academic term, a faculty member must adjust the leave end to coincide with the beginning of a quarter or semester. A department head and the individual may agree to shorten or lengthen the duration of the leave or make such a leave part-time.

Approved by the Board of Regents June 10, 1983