

**Faculty Sick, and Personal Leave Guidelines**  
**Summary of the Collective Bargaining Agreement**  
**Articles 17, 18, 21**  
**July 1, 2008 – June 30, 2011**

**Sick Leave (Includes Bereavement and Sick Family Leave)**

**Accrual**

- Permanent faculty members accrue 15 days leave for each academic year of service
- Permanent part-time faculty members accrue leave on a pro-rated basis
- Temporary faculty members appointed full-time for one academic year accrue and may use 15 days leave during the academic year
- Temporary faculty members appointed full-time for one academic semester accrue and may use 7.5 days leave during the semester
- Use limited to 90 days per calendar year
- Unused leave may be carried from one year to the next
- Unlimited accumulation

**Usage**

- Sick leave will be granted and charged for any absence related to the faculty member's own personal illness or accident which occurs while the faculty member is in an active pay status. Sick leave usage shall be charged for each day of absence in a week during which the faculty member is in an active pay status on the basis of a five (5) day week, regardless of a faculty member's work schedule in that week except for part-time faculty (see next section). Sundays, holidays and vacation periods shall not be charged to sick leave.
- Full-time faculty absent for a partial day shall be charged one-half (1/2) day of sick leave. Part-time faculty will be charged one-half (1/2) day of sick leave for absences on days where he/she is scheduled to teach one (1) class and a full day of sick leave for absences when two (2) or more classes are scheduled to be taught.
- No sick leave shall be used if the reason for the requested sick leave is an accidental injury which occurred while the faculty member was engaged in remunerative work unrelated to University duties.
- A physician's statement may be required for absences of three (3) or more consecutive days because of illness, or in situations where, in the opinion of the Dean or other appropriate management personnel, sick leave is being abused.

**Sick Family**

- Where sickness in the immediate family requires the faculty member's absence from work, faculty members may use not more than five (5) days of sick leave entitlement in each calendar year for that purpose.
- Unless granted an exception by the President or his/her designee, immediate family is defined as the husband, wife, domestic partner\*, child, or parent, of the faculty member or child of the faculty member's domestic partner\*.
- The State System/Universities may require proof of such family sickness.

**Bereavement**

- Whenever a faculty member will be absent from duty because of a death in the immediate family of said faculty member, there shall be no deduction in salary of said faculty member for an absence not in excess of three (3) days. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, domestic partner\*, or parent-in-law. Also included shall be any near relative who resides in the same household or any person with whom the faculty member has made his/her home. In addition, a faculty member may use up to two (2) days of sick leave for this purpose. The actual days to be granted shall be such as will accommodate the reasonable needs of the faculty member involved, and it is expected that his/her classes or other responsibilities will be covered by his/her colleagues.

## **Family Care Leave**

- May be used for the domestic partner\* and the child of the domestic partner.\*\*

## **Sick Leave Bank**

· A sick leave bank shall be established at each University. All faculty members who have earned a minimum of 315 days of sick leave shall be required to contribute one (1) day of sick leave each year to a sick leave bank. Should the sick leave bank be depleted, faculty members may contribute unused sick leave on a voluntary basis.

- Faculty members who have exhausted all accumulated, paid leave and personal days may submit a request to local APSCUF to use days from the University sick leave bank up to the maximum allowed in one (1) calendar year.
- The sick leave bank will be administered by local APSCUF.
- Local APSCUF shall notify the University of any faculty member who has received approval to withdraw paid sick leave from the bank and the number of days approved.
- Local APSCUF shall provide the University with a report of all sick leave bank activity at the end of each academic year.

## **Reporting Sick Leave**

- Except for emergencies, all requests for sick leave which can be anticipated (hospitalizations, surgical procedures, etc.) shall be submitted in advance. The request shall be on a signed leave form which identifies the faculty member and the period of absence. The request shall be submitted to the appropriate Dean, or other appropriate management personnel, who shall indicate his/her approval or disapproval and return a signed copy of the request to the faculty member.
- When a faculty member experiences an emergency illness, it is incumbent on the faculty member to notify the appropriate Dean or other appropriate management personnel in a timely fashion.
- The University personnel office shall maintain the official leave record of faculty members and shall make periodic adjustments as appropriate to insure credit/usage records.

## **Personal Leave**

- 9-month permanent faculty and 9-month temporary faculty with full-time contracts for the Academic Year earn 2 days per calendar year
- Part-time faculty and temporary faculty with one semester contracts are not eligible for Personal Leave
- No carry-over from previous year

## **Holidays**

- Observation of holidays may vary by university

\*A completed "Commonwealth of PA Leave Benefits Domestic Partnership Verification Statement" must be on file. Forms are available from the Department of Human Resources.

\*\*The Family and Medical Leave Act (FMLA) does not apply to employees in Pennsylvania who reside together in a domestic partner relationship. Therefore, family care leave and donated leave used for the domestic partner or a family member of the domestic partner may not be designated as FMLA leave and counted against the employee's FMLA entitlement.