

Policy Title: Staff Sick Leave

Policy Summary: Staff Sick Leave Available to Eligible Employees Unable to Work Due to Illness or Injury

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Drake University provides sick leave and long term disability benefits for when an illness or injury prevents a staff employee from working. Sick leave should only be used when the employee is unable to work due to illness or injury.

Purpose

Drake University provides sick leave for when an illness or injury prevents an employee from working.

Scope

This policy applies to all eligible faculty and staff. The eligible employee's effective date for this benefit is the first of the month following date of hire.

Definitions

Immediate family: includes an employee's spouse/partner, mother, father, brother, sister, child or the same relatives of their spouse/partner.

Policy

Eligibility for Sick Leave

Staff in full-time regular positions are eligible for sick leave benefits in the event of non-occupational illness or injury, or the illness of an immediate family member who requires the employee's care. For information on occupational injury or illness see the Workers' Compensation section of Drake University's employee handbook or contact a Human Resources representative.

Accrual Rates

All staff accrue sick leave at the rate of 12 hours per month of service (1.5 days), so long as the employee is in a paid status. The maximum accrual for any staff member is 65 business days (520 hours). The Drake University Sick Leave policy is designed to offer protection in the event of a serious illness. That is why accrual up to 520 hours (65 business days) is allowed – to give employees the opportunity to save the amount necessary to provide a bridge to long term disability benefits, should an employee need them.

Exceptions

Effective June 1, 2002, Drake University enhanced its long-term disability benefit by reducing the waiting period from 120 calendar days to 90 calendar days. Drake also changed the maximum sick leave accrual rates to reflect the change in waiting period. To transition to the new accrual

maximum, however, Drake elected to allow employees with more than 65 days (520 hours) accrued as of June 1, 2002, to retain and use their accrued sick leave. Once such accruals are used, however, additional sick days will not accrue until such employees fall below 520 hours of accrued sick leave. Thereafter, they may accrue sick leave at the regular rates and the 65 business day/520 hour accrual cap will apply.

When Sick Leave May be Taken

Sick leave is to be used for when an employee's health condition prevents him or her from working. In addition, accrued sick benefits may be used for personal or immediate family illness or injury requiring the care of the employee.

Sick leave is not available for routine doctor visits or check-ups. Personal and/or vacation time should be used for such appointments scheduled during work hours. An employee may also work with their manager to make up time within the same workweek for time off due to routine doctor's visits.

If an employee is absent due to illness or injury, they must notify their manager as soon as possible. If an employee is gone for more than three consecutive days, the employee or their manager should contact Human Resources. (See the Family and Medical Leave Policy.)

Upon request by an employee's manager or Human Resources, an employee must provide a physician's verification of illness or injury. In the case of sick leave for the care of an immediate family member, an employee may also be asked to provide verification from the treating physician confirming the sickness or injury that required the employee's care.

Sick leave is to be used only when an employee must be gone due to their own illness or injury or the illness or injury of an immediate family member. Sick leave is not paid out when an employee leaves the University.

This sick leave policy, like all benefit policies at Drake University, can be changed at any time.

Reporting Sick Leave

Non-exempt employees report sick hours on their time card or web time entry. If an employee's time away from work is both sick leave and FMLA leave, this should also be indicated on their time card or web-time entry.

Exempt employees should report sick leave along with vacation on the monthly leave report.

When Employees Leave Drake

Sick leave is to be used only when an employee must be gone due to their own illness or injury or the illness or injury of an immediate family member. Accrued sick leave is not paid out to employees when they leave Drake.

Last Review Date: January 2021

Effective Date: September 2016

Resources and Related University Policies:

- [Family and Medical Leave](#)
- [Paid Parental Leave](#)
- [Paid Parental Leave FAQ](#)

- **Faculty Short Term Disability**
- **Faculty Modified Duties**