

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

31.03.02.C1.01

Sick Leave

Approved September 20, 1999

Supplements System Regulation 31.03.02

1. GENERAL

Regular employees are eligible to apply for sick leave with pay, sick leave without pay, sick leave pool hours, family and medical leave, and parental leave subject to the restrictions listed here and in System Regulations 31.03.02, 31.03.03, 31.03.04, and 31.03.05. A regular employee is defined as an employee who is budgeted by name for 50 percent or more time for at least four and one-half months, excluding students employed in positions that require student status as a condition for employment.

2. CONFIDENTIALITY

All documents containing medical information are to be handled in the strictest of confidence. Supervisors must be sensitive to the desire of an employee to have medical information held confidential by the immediate supervisor. Such documents should be provided by the employee directly to the supervisor for direct forwarding to Human Resources. Handling of such documents by coworkers and other offices should be avoided. It is a supervisor's responsibility to keep administrative superiors informed about personnel absences and resulting departmental consequences and needs.

3. SICK LEAVE APPLICATION, DOCUMENTATION, AND APPROVAL

3.1 Sick leave with or without pay for an employee must be approved by his or her supervisor, subject to auditing by Human Resources for compliance with System regulations and consistent interpretation and applications of those regulations.

3.2 An employee who must be absent from duty because of illness or injury will notify the supervisor or have the supervisor notified as soon as possible. Upon return to duty, the employee will promptly submit an application for leave to the appropriate supervisor for approval.

3.3 When the absence from work is for three continuous working days or less, the employee will submit a Personal Leave Request Form containing brief information about the illness and its duration to the supervisor. If absence was due to the illness of an immediate family member, the statement will include the name and relationship and, if not a member of the employee's household, an explanation of the immediate family member's need for care and assistance as a direct result of a documented medical condition.

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- 3.4 When an absence from work due to an employee's or family member's medical condition exceeds three continuous working days, on the fourth day the employee will provide a physician's statement indicating the cause or nature of the illness and the estimated date of recovery, or some other written statement of the facts concerning the illness that is acceptable to the supervisor.
- 3.5 All documents and information related to an employee's use of sick leave will be handled in a confidential manner and forwarded to Human Resources for record keeping purposes. For reasons of confidentiality, an employee may submit required medical information in a confidential envelope attached to the leave form.
- 3.6 Additional guidelines specifically related to faculty sick leave usage will be published in the Faculty Handbook.

4. SICK LEAVE POOL

An employee who exhausts all sick leave and vacation leave because of a catastrophic illness or injury of the employee or an immediate family member may be eligible for sick leave pool benefits. Also, an employee may be eligible to use sick leave pool benefits because of a previous donation of sick leave time to the pool during that fiscal year. An employee should contact Human Resources to apply for sick leave pool benefits or to make donations to the pool. For more information, see System Regulation 31.06.01, Sick Leave Pool Administration.

5. SICK LEAVE WITHOUT PAY

- 5.1 After exhausting sick leave, vacation, compensatory time and sick leave pool time, an employee who is unable to return to work may be granted sick leave without pay when merited by medical circumstances, subject to the provisions outlined in System Regulations 31.03.02 and 31.03.04. Normally, such leave will be for up to 30 days with an extension of up to 35 additional working days.
- 5.2 To apply for sick leave without pay, the employee should submit a Personal Leave Request Form and a completed copy of the Family Medical Leave Act (FMLA) Physician's Certificate Form through his or her supervisor to Human Resources. If the employee is unable to submit the requested forms, the employee's supervisor may do so on the employee's behalf.
- 5.3 For additional information about sick leave without pay, see System Regulations 31.03.02 and 31.03.04.

6. ELIGIBILITY FOR CONTINUATION OF GROUP INSURANCE BENEFITS

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An employee on an approved sick leave without pay may continue group insurance coverage if eligible for FMLA benefits. If not eligible for FMLA benefits, the employee may continue group insurance coverage by paying the full premium. For more information, see System Regulation 31.02.04, State Contribution for Group Health Insurance Premiums.

7. PARENTAL LEAVE

Under certain circumstances, employees are entitled to parental leave of absence for the birth of a child or the adoption, or placement of foster care, of a child under three years of age. For more information, see System Regulation 31.03.05, Family and Medical Leave.

8. FAMILY AND MEDICAL LEAVE

Under certain circumstances, employees may take up to 12 weeks of leave during a fiscal year because of the following reasons: (1) the birth of a child; (2) the adoption, or placement for foster care, of a child; (3) to care for a child, spouse, or parent with a serious health condition; or (4) a serious health condition of the employee. Family and medical leave runs concurrently with sick leave. For more information, see System Regulation 31.03.05, Family and Medical Leave.

Contact for Interpretation: Director of Human Resources

This procedure replaces University Rule 2.4.1.2