

Memo to: All UH-Downtown/PS Holders

UH-Downtown/PS 02.A.08

From: Max Castillo, President

Issue No. 2

Effective Date: 09/20/06

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Subject: Sick Leave Policy

1. PURPOSE

This PS describes the annual sick leave policy of the University of Houston – Downtown (UHD) for all benefits-eligible employees.

2. DEFINITIONS

Benefits-eligible employee: For purposes of this document, a benefits-eligible employee means one who is employed to work at least 20 hours per week for at least four and one-half continuous months excluding students employed in positions that require student status as a condition for employment.

3. POLICY

3.1 All benefits-eligible employees of the University are entitled to sick leave without deduction in salary subject to the following conditions:

3.1.1 Employees will earn sick leave entitlement beginning on the first day of employment with the university and terminating on the last day of duty;

3.1.2 Sick leave entitlement shall be earned at the rate of eight hours for each month or fraction of a month of employment, and shall accumulate with the unused amount of such leave carried forward each month.

3.1.3 Sick leave will accumulate with the unused portion carried forward each month;

3.1.4 An employee who is on paid leave on the first workday of a month may not use the sick leave that the employee accrues for that month until after the employee returns to duty;

3.1.5 Employees may take sick leave when sickness, injury or pregnancy and confinement prevent the employee from performing assigned duties or when a member of the employee's immediate family is ill.

3.1.6 Immediate family is defined as those individuals related by kinship, adoption, marriage, or foster children who are living in the same household, or if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis due to a documented medical condition.

3.1.7 Minor children of the employee, whether living in the same household or other domicile, will be considered immediate family for purposes of regular sick leave.

3.1.8 An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a spouse, child or parent of the employee who needs such assistance as a direct result of a documented medical condition. For the purpose of this policy, parent does not cover parents-in-law of the employee.

3.2 Employees absent because of illness or other acceptable reason, must notify their supervisor at the earliest practical time to be eligible to apply for sick leave pay. Upon return to work, an Application for Leave (Exhibit A) must be completed and submitted to the supervisor for consideration.

3.3 If a faculty member's absence due to illness extends through days on which the faculty member has no scheduled classes, all days absent must be reported as sick leave.

3.4 Employees absent for more than three consecutive working days due to illness must submit to their supervisor, upon returning to work, a doctor's statement indicating the cause or nature of the illness or some other written statement of facts concerning the illness which may be acceptable to the supervisor.

3.5 Employees separated from employment with UHD or another State of Texas agency may have their sick leave balance restored if reemployment by the university occurs within one year of their separation provided they have a minimum of 30 days break in service. However, if the employee is separated due to a formal reduction in force, the 30-day break in service is not applicable.

3.6 Accrued but unused sick leave may be reinstated for employees returning to work following a leave of absence for military service. For further information, refer to PS 02.A.09, Miscellaneous Leave Policy.

3.7 Employees' accrued sick leave balance may be transferred to another state agency provided there is no break in service. No break in service means that an employee being paid by one agency, leaves that agency's payroll, and starts immediately on the payroll of another agency the next day. Upon request from the employing agency, the Payroll Department will provide a statement of the accrued unused sick leave.

3.8 Upon termination, employees are not eligible for payment of unused accrued sick leave. The Payroll Department will provide a statement of the accrued unused sick leave.

3.9 In the event an employee dies, the beneficiary or estate of the deceased employee is entitled to payment of one-half of unused accrued sick leave, or 336 hours of sick leave, whichever is less, provided the employee had continuous state employment for at least six months at the time of death.

3.10 In the event of a terminal or critical illness, employees may request extended sick leave with pay. The following procedures apply:

3.10.1 Long service employees with good performance and attendance records who have terminal or critical illnesses may be eligible for extended sick leave with pay.

3.10.2 All requests for extended sick leave with pay must be submitted in writing.

3.10.3 A statement from the employee's physician must be submitted at the time of the written request to support each request for extended leave with pay.

3.10.4 The University has the option to require a second supporting opinion from another physician prior to approving the extended leave with pay request.

3.10.5 Extended sick leave with pay may not be granted by the employing department until the written request has gone through normal channels to the President for final action. Upon receipt of the President's decision, the supervisor will notify the employee requesting leave of the decision.

3.10.6 The maximum amount of extended sick leave with pay which may be granted upon exhaustion of the employee's accrued sick leave and accrued vacation time is the amount necessary to satisfy the 90 calendar day waiting period under the university's group long-term disability income insurance policy. This provision applies to each eligible employee regardless of whether the employee is actually enrolled in the program. Refer to PS 02.A.11, Family Medical Leave Policy, for further explanation.

3.10.7 Absence from work due to illness of the employee's spouse, child or parent does not qualify for extended sick leave with pay.

3.11 Extended leave of absence without pay may be granted depending on the circumstances.

3.12 An adequate records system will be maintained to assure proper implementation of the sick leave policy.

3.12.1 Sick leave shall be reported to the Payroll Department, at the time of use, on the Time and Effort Report. Payroll records will be adjusted accordingly.

3.12.2 Supervisors shall maintain records on all employees' sick leave accrual. Adjustments or corrections to an employee's balance are done on the Leave Accrual Report which is accessed in PeopleSoft.

3.12.3 Employment Services and Operations (ESO) will maintain a record of any transferable sick leave balance from another state agency.

3.12.4 ESO will advise the employing department of sick leave balances to be reinstated in accordance to Item 3.7 of this policy.

3.13 Section 661.206 of the Texas Government Code states that an employee may use up to eight hours of sick leave each academic year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade. The employee must give reasonable advance notice of his/her intention to use this leave. Part-time employees receive this leave on a proportionate basis.

4. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Employment Services and Operations

Review: Every other year on or before September 1st.

Signed original on file in Employment Services and Operations

Exhibits:

Exhibit A: Application for Leave

5. POLICY HISTORY

Issue #1: 04/25/94

6. REFERENCES

UH System Administrative Memorandum 02.D.01

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Subject: Procedures for Sick Leave Policy

PROCEDURES

1. The fully executed Application for Leave should be distributed as follows:

1.1 The original should be attached to the appropriate Time and Effort Report at the time it is submitted to the Payroll Department;

1.2 A copy should be retained by the supervisor as the department's record; and

1.3 A copy should be returned to the employee for his/her personal record.

1.4 A copy of the approved request for extended sick leave shall be attached to the employee's Time and Effort Report and submitted to the Payroll Department.

1.5 A copy of the approved request for extended sick leave shall be submitted to Employment Services and Operations for coordination of benefits.



APPLICATION FOR LEAVE

EMPLOYEE DATA

*Employee I.D. Number: Department:

First Name: Middle Initial: Last Name:

**LEAVE REQUEST 1

Start Date: End Date:

Start Time: AM/PM End Time: AM/PM

Total Hours Taken During Leave: Leave Requested:

**LEAVE REQUEST 2

Start Date: End Date:

Start Time: AM/PM End Time: AM/PM

Total Hours Taken During Leave: Leave Requested:

University Duties Are To Be Cared For By The Following Persons

Address During Leave

Address

City State

Zip Code Country

REQUIRED SIGNATURES

Employee's Signature

TODAY'S DATE

Supervisor's Signature

TYPE SUPERVISOR'S NAME HERE

TODAY'S DATE

*Not social security number. Employee I.D. Number can be found on employee's timesheet.

**Employees absent from work because of illness must complete a leave request immediately upon return to work. Employees absent for more than three consecutive working days due to illness must present, immediately upon returning to work, a doctor's statement indicating the cause or nature of the illness.

Print Form