

LOYOLA LAW SCHOOL  
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: <b>LAW SCHOOL/HUMAN RESOURCES</b>	
SUBJECT: <b>Sick Pay</b>	Page 1 of 3
Policy Number:	Supersedes: <b>SICK PAY</b>
Effective Date: <b>10/11/16</b>	Previously Issued: <b>06/10/16</b>

**1. STATEMENT OF POLICY:**

The Law School is aware that medical emergencies, illnesses or injuries may occur and that, from time to time, it may be necessary for a staff member to be absent from work. Sick pay is provided for this purpose.

**2. POLICY/PROCEDURES:**

**Eligibility**

*Regular and Term*

Full and part-time, regular and term staff members are eligible to accrue sick pay. Sick pay begins accruing on the first day of employment, but cannot be used until the staff member has completed 90 days of employment.

*Temporary and Per Diem*

Temporary and *per diem* staff members are eligible to accrue sick pay. Sick pay begins accruing on the first day of employment, but cannot be used until the staff member has completed 90 days of employment. Temporary and *per diem* staff members are limited to using 6 days or 48 hours of sick pay,,per year.

**Accrual of Sick Pay**

*Regular and Term*

Full-time, regular and full-time, term staff members accrue 3.234 hours per pay period of active employment. Part-time, regular and part-time, term staff members accrue sick pay on a *pro rata* basis, based on their FTE designation.

Accrued sick pay carries over from year to year. However, sick pay is not a vested benefit. Staff members do not receive pay for unused accrued sick pay at separation of employment.

*Temporary and Per Diem*

Non-exempt temporary and *per diem* staff members accrue one hour of sick pay for every 30 hours worked, regular and overtime.

Exempt temporary and *per diem* staff members receive a lump 48 hours on July 1, 2016 or on date of hire. Exempt temporary and *per diem* staff members receive a lump 48 hours each July 1 thereafter.

A temporary or *per diem* staff member's total accrued sick pay may not exceed nine days or 72 hours. A temporary or *per diem* staff member will cease accruing sick pay once this maximum has been reached. A temporary or *per diem* staff member will resume accruing sick pay once the temporary or *per diem* staff member's accrued sick pay falls to an amount below the maximum accrual amount.

As with regular staff members, sick pay is not a vested benefit. Staff members do not receive pay for unused accrued sick pay at separation of employment.

### **Restoration of Unused Sick Pay for Returning Staff Member**

For all staff members, if rehired within one year of his/her separation date, however, a staff member's accrued, unused sick leave balance at the time of separation from employment, if any, will be restored to the staff member upon rehire.

### **Uses of Sick Pay**

Sick pay may be used for the staff member's own illness or medical/dental treatment or other preventive care.

Sick pay may be used to attend to the illness or medical/dental treatment or other preventive care of the staff member's:

- Child, which for purposes of this policy means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the staff member stands *in loco parentis*;
- Spouse or registered domestic partner, as defined and permitted by law;
- Biological, adoptive, or foster parent, step-parent, or legal guardian of the staff member or the staff member's spouse or registered domestic partner;
- Grandparent;
- Grandchild; or
- Sibling.
- Blood relation; or
- Individual whose close association with the staff member is the equivalent of a family relationship<sup>1</sup>.

Sick pay may also be used by a staff member who is the victim of domestic violence, sexual assault, or stalking.

Misuse of sick pay may lead to discipline up to, and including, termination.

For non-exempt staff members, the minimum amount of sick pay that can be deducted is one hour. After the first hour of sick time is deducted on a single workday, non-exempt staff members may deduct sick time in increments of one quarter hour (e.g., .25, .5, .75 hours). For exempt staff members, sick pay is to be used in full-day increments.

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<sup>1</sup> For purposes of this policy, "the equivalent of a family relationship" includes fiancés, individuals who presently or formally reside in the same household as the staff member, or anyone with whom the staff member shares a family-type of relationship. The Law School will carefully evaluate each request for leave made by a staff member for a person who is "the equivalent of a family relationship" to determine whether that family equivalent relationship exists.

### **Notice**

Staff members are to provide reasonable advance notification when leave is foreseeable and notice as soon as practicable when it is unforeseeable.

### **Procedures for Recording Sick Pay**

Staff members will record time taken off for which sick pay will be applied on the staff member's Law School designated time-keeping record. Improper recording of a staff member's use of sick pay may lead to discipline up to, and including, termination.

### **Verification of Absence/Fitness for Duty**

Management may request medical verification of doctor/dentist appointments. Staff members who have been absent more than five consecutive workdays may be required to obtain a doctor's release to return to work.