Sick Time
BU-PP 403

Policy
Baylor University provides sick time pay for eligible staff according to the following specifications.

Topics
Approval
Use of Sick Time
Tracking of Sick Time
Accrual of Sick Time
Payment of Sick Time
Separation from Service

Related Policies
BU-PP 400 − Benefit Eligibility Classifications
BUPP 403A – Sick Time Sharing
BU-PP 406 − Non-compensated Leaves of Absence
BU-PP 408 – Family and Medical Leave Act (FMLA)
BU-PP 412 – Group Long-Term Disability
BU-PP 446 – Workers' Compensation Insurance

Additional Information
Payment for sick time will not exceed the compensation for scheduled hours per week approved for the position.

Contact
Payroll Office 254.710.2217
Human Resources at askHR@baylor.edu, or 254.710.2000

Approval
An illness shall be reported as soon as possible to the staff member's supervisor or department head. Sick time hours may be applied with notification, otherwise, the absence will be recorded as non-worked hours. A statement from the attending physician is required of staff members applying for more than 3 consecutive days of sick time for himself or herself or any other eligible family member (see "Use of Sick Time" below). In order to validate an absence, a physician's statement of illness may be required at any time if requested by the supervisor, department head, Human Resources or Payroll.

Use of Sick Time
Sick time may be used for the following**:**

- Illness of employee
- Illness of employee's spouse, child (as defined in BU-PP 413 — Group Medical Insurance), or a parent (includes step parent)
- Time off for medical and dental appointments

In order to balance employee needs with University needs, supervisors may counsel staff that have patterns of excessive and or frequent absenteeism that may place the employee at risk for disciplinary action in consultation with HR. (Qualified Family Medical Leaves do not fall into this category of excessive absenteeism). Please also reference BU-PPs 802 and 807.

Tracking of Sick Time
For bi-weekly staff, sick time is tracked on the Web Time Card and is maintained by the Payroll Office. Tracking for monthly staff shall be maintained by the employee's department. Click Monthly Absence Record to see the leave tracking form.

Accrual of Sick Time
Staff members begin to accrue sick time immediately upon employment. The hours are banked and available for use after two months. The accrual rate for part-time staff is a percentage of the full-time accrual rate. This percentage is calculated by dividing the employee's weekly approved, scheduled hours by 40. **The maximum accrual is 320 hours for regular, full-time positions. For less-than-full-time positions, the maximum accrual will be a percentage of the maximum hours for regular, full-time positions. For example, the maximum accrual for a regular, part-time 20-hour/week position is one-half of the maximum 320 hours for regular, full-time positions, or 160 hours.** Please see table below for accrual rates.

Number of Sick Hours Earned per Pay Period.

Hours Scheduled per Week	40	39	38	37	36	35	34	33	32	31
Accrual Rate %	1.00	0.975	0.950	0.925	0.900	0.875	0.850	0.825	0.800	0.775
Accrued Hours, Monthly	7.33	7.15	6.96	6.78	6.60	6.41	6.23	6.05	5.86	5.68
Accrued Hours, Bi-Weekly	3.38	3.30	3.21	3.13	3.04	2.96	2.87	2.79	2.70	2.62

Hours Scheduled per Week	30	29	28	27	26	25	24	23	22	21
Accrual Rate %	0.750	0.725	0.700	0.675	0.650	0.625	0.600	0.575	0.550	0.525
Accrued Hours, Monthly	5.50	5.31	5.13	4.95	4.76	4.58	4.40	4.21	4.03	3.85
Accrued Hours, Bi-Weekly	2.54	2.45	2.37	2.28	2.20	2.11	2.03	1.94	1.86	1.77

Hours Scheduled per Week	20	19	18	17	16	15	14	13	12	11
Accrual Rate %	0.500	0.475	0.450	0.425	0.400	0.375	0.350	0.325	0.300	0.275
Accrued Hours, Monthly	3.67	3.48	3.30	3.12	2.93	2.75	2.57	2.38	2.20	2.02
Accrued Hours, Bi-Weekly	1.69	1.61	1.52	1.44	1.35	1.27	1.18	1.10	1.01	0.93

Hours Scheduled per Week	10	9	8	7	6	5	4	3	2	1
Accrual Rate %	0.250	0.225	0.200	0.175	0.150	0.125	0.100	0.075	0.050	0.025
Accrued Hours, Monthly	1.83	1.65	1.47	1.28	1.10	0.92	0.73	0.55	0.37	0.18
Accrued Hours, Bi-Weekly	0.85	0.76	0.68	0.59	0.51	0.42	0.34	0.25	0.17	0.08

Payment
Payment for sick time to bi-weekly employees is included in the regularly scheduled paycheck provided that the Web Time Card and comments were submitted with the employee's time record and approved in accordance with University policy. The employee will not be paid for hours off in excess of accrued sick time hours.

Available sick time will be used for a Family Medical Leave within the guidelines of this policy and the University Family Medical Leave Policy. See BU-PP 408.

A staff member who has exhausted the allowable sick time may be separated from the University, unless a formal request for “Sick Leave Without Pay” (see BU-PP 406) is approved and submitted to Human Resources.

Separation from Service

Upon separation from service, unused sick time has no cash value in the employee’s final pay.

- Unused sick time will be reinstated if an employee is rehired within one year of separation.
- If a full-time employee separated from service and is rehired within one year on a part-time basis, the reinstated sick time balance will be pro-rated based upon a pro-rated percentage of the full-time equivalent status.

  Example: A full-time, 40 hour per week staff employee separates from service with 200 hours of sick time accrual and within one year is rehired to a part-time, 20 hour per week position. The reinstated sick time accrual will equal 100 hours.