

**Sick Leave
BU-PP 403**

Policy:

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

Topics:

Approval
When may sick leave be used?
Tracking
Accrual of sick hours
Payment
Sharing sick leave
Separation from Service

Related Policies:

[BU-PP 400 — Benefit Eligibility Classifications](#)
[BU-PP 406 — Non-compensated Leaves of Absence](#)
[BU-PP 408 — FMLA](#)
[BU-PP 412 — Long-Term Disability](#)
[BU-PP 446 -- Worker's Compensation Benefits](#)

Additional Information:

Payment for sick leave will not exceed the compensation for scheduled hours per week approved for the position.

Contact:

Payroll Office (x2217)
Compensation & Benefits Department (x2218)

Approval—

Illness shall be reported to the staff member's supervisor or department head as soon as possible. If notification is not given, 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 leave for himself or herself or any other eligible family member (see "When may sick leave be used?" below). A physician's statement of illness may be required at any time if requested by the supervisor, department head, Human Resource Services, or Payroll Office.

When may sick leave be used?—

- 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 doctor and dental appointments
- Funerals: Staff members may be entitled to a maximum of three days sick leave in the event of the death of the employee's:
 - spouse
 - child
 - daughter/son-in-law
 - grandchild
 - parent/parent-in-law
 - brother/brother-in-law
 - sister/sister-in-law
 - grandparent/grandparent-in-law

Tracking—

The “Application for Sick Leave Payment” section on the back of the time card or the comments section of Web Time Card must be completed, approved by the employee’s supervisor or department head, and submitted to the Payroll Office. The Payroll Office evaluates the application and verifies that the employee’s request qualifies for sick leave pay. Incomplete applications are returned to the employee’s supervisor or department head for completion. In the case of funeral leave, Human Resource Services or the Payroll Office may require other verification.

Tracking of accrued leave for hourly staff is maintained by the Payroll Office. Tracking for monthly staff is maintained in the employee’s department. Click [Monthly Absence Record](#) to see sample leave tracking form. Contact the Payroll Office for more information about leave tracking for monthly staff.

Accrual of sick hours—

Staff members begin to accrue sick hours 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. For example, a 30-hour/week job would accrue sick leave at 30/40, that is, 75% of the full-time accrual rate.

For a 40-hour/week position, all monthly staff members accrue 7.33 hours per month. For a 40-hour/week position, all bi-weekly staff members accrue 3.38 hours per pay period. The maximum accrual is 320 hours.

This table shows the accrual rate percentages for different numbers of hours per week:

Hours scheduled per week	Accrual rate	Hours scheduled per week	Accrual rate	Hours scheduled per week	Accrual rate	Hours scheduled per week	Accrual rate
40	100%	30	75%	20	50%	10	25%
39	97.5%	29	72.5%	19	47.5%	9	22.5%
38	95%	28	70%	18	45%	8	20%
37	92.5%	27	67.5%	17	42.5%	7	17.5%
36	90%	26	65%	16	40%	6	15%
35	87.5%	25	62.5%	15	37.5%	5	12.5%
34	85%	24	60%	14	35%	4	10%
33	82.5%	23	57.5%	13	32.5%	3	7.5%
32	80%	22	55%	12	30%	2	5.0%
31	77.5%	21	52.5%	11	27.5%	1	2.5%

Payment—

Payment for sick leave is included in the regularly scheduled paycheck provided that an application has been 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 leave hours. When an employee’s absence is due to a work-related illness or injury, the employee may qualify for Workers’ Compensation Benefits (see [BU-PP 446](#)) as well as for Baylor sick leave pay. When the employee qualifies for both, the staff member’s sick leave pay will be adjusted to provide the employee no more than the amount of the full scheduled pay. The procedure for accomplishing this payment is explained in [BU-PP 446](#).

Available sick leave 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](#).

department head, dean and divisional vice president to the Compensation and Benefits Office.

Sharing sick leave—

Staff members may donate a portion of their sick leave hours to another staff member who is at least a .5 FTE or regularly scheduled to work 20 or more hours per week and has experienced a:

- qualifying serious personal illness, which includes illness, injury, impairment or physical or mental condition that is extreme or life threatening or
 - has qualified for an approved FMLA leave for the birth or adoption of a child or
 - has qualified for an approved FMLA intermittent leave, or
- who has a spouse, child (as defined in BU-PP 413 — Group Medical Insurance), or a parent (includes step parent) who has experienced a qualifying serious illness which includes illness, injury, impairment or physical or mental condition that is extreme or life threatening, and
- who will exhaust or who has exhausted accrued paid leave (sick, personal, and vacation).

If the requesting party is released to return to work or if requesting party's need to care for a spouse, child or parent has ceased, and the requesting party fails to return to work, they will be responsible to repay the University the dollar value of the shared sick leave.

The following guidelines apply:

Recipients:

- Must complete FMLA request forms
- Request for FMLA: [BUPP-408A](#)
- Provide FMLA policy to Health Care Provider: [BUPP-408](#)
- Certification of Health Care Provider Form: [BUPP-408B](#)
- Must submit a request for shared leave to their supervisor/department head for verification. See "[Shared Leave Request Form](#)".
- Must be employed three months prior to participating in the shared leave program.
- May receive shared leave only once per 52 week period (rolling calendar).
- Must have an illness that will cause the recipient to be absent from work 21 or more consecutive workdays or for a total of 21 or more days if approved for a qualified FMLA intermittent leave.
- Must deplete all of his/her accrued leave time, (i.e. sick, personal, and vacation leave)
- Shared leave is paid at the pay rate of the recipient according to the recipient's normal work schedule and may continue for up to a maximum of two months or 320 hours.
- Must have illness documented by physician before shared leave time may be approved.
- See "[Shared Leave Request Form](#) or [FMLA Certification of Health Care Provider Form](#)"

Donors:

- Must submit a donation request to their supervisor/department head for verification. (The Payroll Office can certify the availability of accrued time for bi-weekly paid staff donations and the supervisor/department head will certify the availability of accrued time for monthly paid staff donations). See "[Shared Leave Donation Form](#)".
- Must retain 160 sick leave hours after the donation.
- May donate a maximum of five days per calendar year or 40 hours per 52 week period.
- Must donate in 8-hour increments.
- Unused donor hours will remain with the recipient.

Compensation & Benefits:

- Will review shared leave requests that have been verified by the staff member's supervisor/department head for final approval.

- Approval of requests will be communicated to requesting department, forwarded to Payroll (and to the Staff Council Chair to solicit donors if needed).

Separation from Service—

Unused sick leave has no cash value at separation.

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

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