

Policy Title: Sick Time

Policy Number: BU-PP 403

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Responsible Executive: Vice President for Human Resources

Date Last Revised: June 1, 2020

Responsible Office: Human Resources

Sick Time BU-PP 403

Policy Statement

Baylor University (the “University”) provides sick time pay for Eligible Employees according to the following specifications.

Reason for the Policy

Baylor University recognizes the need to provide paid time off for Eligible Employees for reasons relating to the illness of an employee, medical and dental appointments, and an illness involving the employee’s spouse, child, or parent.

Individuals/Entities Affected by this Policy

Staff employees and benefit eligible temporary employees

Exclusions

Faculty members, student employees, and short-term temporary staff

Related Documents and Forms

University Policies and Documents

- 400 [Benefit Eligibility Classifications](#)
- 406 [Non-Compensated Leaves of Absence](#)
- 408 [Family and Medical Leave Act \(FMLA\)](#)
- 412 [Group Long-Term Disability](#)
- 413 [Group Medical Insurance](#)
- 446 [Worker’s Compensation Insurance](#)
- 802 [Work Hours/Schedules](#)
- 807 [Staff Disciplinary Actions](#)

1. Sick Time (BU-PP 403)

Definitions

These definitions apply to terms as they are used in this policy.

Eligible Employee	Staff and benefit eligible temporary employees
Accrual; Leave Time	Hours accrued per hours worked according to the employee benefit category
Illness	A physical or mental illness or physical injury
Short-Term Temporary Staff	Staff positions that are temporary and/or intermittent/seasonal in nature and do not qualify for leave accruals or other employee benefits
FTE (Full-Time Equivalency)	One Full-Time Equivalency is equal to one employee working 40 hours per week. (0.75 FTE = 30 hours per week; 0.50 FTE = 20 hours per week). A position FTE percentage is determined by the following formula: $\text{Scheduled Hours Per Week divided by } 40 = \text{FTE}$ $\frac{\text{Scheduled Weekly Hours}}{40} = \text{FTE}$
Pay Period	Period of time an employee works for compensation. Please see the schedules on the payroll site for further information. <ul style="list-style-type: none">• Bi-weekly pay period starts on a Saturday at 12:00 a.m. and ends on the second Saturday at 11:59 p.m.• Monthly pay starts on the first day of the month at 12:00 a.m. and ends on the last day of the month at 11:59 p.m.
Bi-Weekly	Employee who is paid every two weeks (non-exempt employees)
Monthly	Employee who is paid at the end of every month (exempt employees)
Timecard	University approved means for reporting non-exempt hours and leave hours

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	askHR@baylor.edu www.baylor.edu/hr
Timecard Entry Questions	Payroll Office	254-710-2217	Payroll_Office@baylor.edu www.baylor.edu/payroll

Responsibilities

Eligible Employee	<ul style="list-style-type: none">• Report the illness as soon as possible to supervisor or department head.• Request sick time through the system put in place by the University
Supervisor or Department Head	<ul style="list-style-type: none">• Validate the reasoning for paid sick time off and approve the use of sick time.
Payroll Office	<ul style="list-style-type: none">• Provides instruction for recording of holiday hours and alternate schedules for submission of timecards; posts annual holiday schedule.

Principles

Baylor University provides sick time pay for Eligible Employees according to the employee's FTE and accrual rate.

Use of Sick Time

Sick time is available for all of the following qualifying events listed below.

- Illness of employee
- Illness of employee's spouse, child (as defined in BU-PP 413 – Group Medical Insurance). Or a parent (includes step parent)
- 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-PP 802](#) and [BU-PP 807](#).

Availability

Eligible Employees begin to accrue hours immediately upon employment. Eligible Employees are eligible to request sick time immediately upon accrual. Sick time will not be paid in advance.

Accrual of Sick Time

Accruals in the chart below are based on 1 FTE (40 hours per week).

Pay Period	Accrual hours per pay period	Maximum accrual balance (hours)
Monthly	7.33	320
Bi-Weekly	3.38	320

Accrual of Sick Hours – Less Than 40 Hours Per Week

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 the maximum 320 hours for regular, full-time positions, or 160 hours.** Please see below for accrual rate calculation.

Sick Time Accrual Formula

For positions that are scheduled for less than 40 hours per week, the hours accrued per pay period and the maximum accrual balance will be prorated based on the 40-hour per week FTE accrual rates.

To determine the accrual hours per pay period, use the following formula:

$$FTE \times 40 \text{ Hour FTE Accrual Rate}$$

To determine the maximum accrual balance, use the following formula:

$$FTE \times 40 \text{ Hour FTE Maximum Accrual Balance}$$

Procedures

An illness or other need for sick time shall be reported as soon as possible to the employee's supervisor or department head. Sick time accrual shall be calculated using the table above and the accrual formula.

Approval

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 three consecutive days of sick time for himself or herself or any other eligible family member (see “Use of Sick Time”). 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.

Tracking Sick Time

Paid Sick Time is tracked using the processes and systems put in place by the University.

Payment

Payment for sick time to bi-weekly employees is included in the regular scheduled paycheck provided that the Timecard and comments were submitted with the employee’s time record and approved in accordance with the University policy. The employee will not be paid 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 “Non-Compensated Leave of Absence” (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 is rehired within one year on a part-time basis, the reinstated sick time balance will be prorated based upon a prorated percentage of the full-time equivalency status.

Example: A full-time 40-hour/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/week position. The reinstated sick time will equal 100 hours.

Multiple Assignments

When an Eligible Employee is working more than one assignment (job position), each assignment will accrue sick time separately based on the FTE for each assignment.

In the event an Eligible Employee who is working more than one assignment has an assignment end, the sick time balance of the ending assignment will be added to the remaining assignment’s sick time balance. If in doing so causes the employee to exceed

the maximum accrual balance of the remaining assignment, the sick time balance of the remaining assignment will be capped at the maximum accrual limit for that assignment.

Example: A non-exempt staff member is hired into a second assignment. Details of their assignments and sick accruals are in the table below:

	FTE	Accrual Rate	Current Sick Balance	Maximum Accrual Balance
Assignment 1	.50	1.69	120	160
Assignment 2	.50	1.69	80	160

If Assignment 2 is ended, the current sick balance for Assignment 2 will be combined with the current sick balance for Assignment 1. The balance of Assignment 1 will be capped at 160 hours.

Policy Changes

Temporary emergency modifications of this policy, such as a change to the requirement for medical documentation, may be made at the discretion of the Chief Human Resources Officer based on business needs and/or associated with a natural or manmade disaster.