

College of Sciences Policy

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| SUBJECT: Sick Leave | Effective Date: 12/08/2017 | Policy Number: COS005-5.1 |
| | Supersedes: | PAGE OF 1 2 |
| | Responsible Authority: Dean | |

POLICY STATEMENT

The College of Sciences recognizes that faculty members often have schedules that fall outside of an ordinary work week schedule. However, if an employee is unable to perform their assigned duties (teaching, research, service, or other) for reasons covered under appropriate and authorized use of sick leave, then that faculty member is required to report such time on their Leave and Pay Exception Report (LAPER).

The 2015-2018 UCF-UFF Collective Bargaining Agreement states in 17.8(2)b that sick leave shall be authorized for the following for in-unit faculty:

1. The employee's personal illness, exposure to a contagious disease which would endanger others, or disability where the employee is unable to perform their assigned duties.
2. The employee's personal appointments with a health care provider.
3. The illness or injury of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for caring for a member of the employee's immediate family shall not be unreasonably withheld. "Immediate family" means the spouse and the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse and dependents living in the household.
4. The death of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for the death of a member of the employee's immediate family shall not be unreasonably withheld.

The College of Sciences policy on use and reporting of sick leave time for all faculty is as follows:

1. A faculty member who, because of a health care appointment or other reason listed in the Collective Bargaining Agreement 17.8(2)b, misses a class, meeting, office hour, or other work-related duty (whether scheduled or unscheduled), must report such time on the Leave and Pay Exception Report during the appropriate reporting period.
2. Arrangements to cover a class either by the faculty member or the institution do not mitigate the fact that the faculty member was away from their work assignment and sick leave should be charged accordingly.
3. A 9-month faculty member on contract during the summer term is required to use sick leave as above. But a faculty member not on contract during a summer term is not required to use sick leave.

All previous considerations regarding use of sick leave time are contingent upon the accrual of sufficient sick leave time to cover absences. If an employee has exhausted all sick leave time, unpaid or alternate leave time if available may be used as appropriate and with proper authorization.

Accrual and use of sick leave for all in-unit faculty is subject to other provisions of the Collective Bargaining Agreement not mentioned here.