

SICK LEAVE POLICY

All Bowling Green State University employees earn and are eligible to use sick leave. The rate at which such leave is accumulated depends on the employee's work classification.

Faculty members, whether on an academic year appointment of 9 months or fiscal year appointment of 12 months, earn 15 days of sick leave for each year of full-time work. There is no limit on the total number of hours that may be accumulated. Part-time faculty members earn sick leave on a pro-rated basis.

Department chairs/school directors are responsible for maintaining a sick-leave record for each faculty member in the unit. The record must indicate those days for which a paid substitute was hired because the faculty member was unable to meet an assigned responsibility.

Faculty with at least ten years of service will receive partial payment for unused sick leave when they retire.

Full-time administrative staff earn sick-leave at the rate of 10 hours or 1.25 days per month from the initial date of employment. Part-time administrative staff earn sick leave on a pro-rated basis. There is no limit on the total number of hours that may be accumulated.

Administrative staff must report usage of sick-leave on a Leave Reporting Form each month. The total number of hours available for sick-leave appears on the staff member's monthly pay stub.

Administrative staff with at least ten years of service will receive partial payment for unused sick leave when they retire.

Classified staff sick leave policy, based on state civil service rules, allows a sick-leave accumulation rate of 4 hours and 36 minutes for every 80 hours worked. There is no limit on the total number of hours that may be accumulated. Part-time classified staff earn sick leave on a pro-rated basis. The total number of hours available for sick-leave appears on the classified staff's bi-weekly pay stub.

Classified staff are to report usage of sick-leave on an Hourly Employee Time Report Form when any work time is missed due to illness.

Classified staff with at least ten years of service will receive partial payment for unused sick leave when they retire.

Sick leave may also be used to attend to illness in the family. For purposes of this policy, a *family member* is defined to include the employee's spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, or legal guardian. A "spouse" is defined as a husband or wife recognized under the laws of the State of Ohio. A "child" is defined as a biological, adopted or foster child, a stepchild, a legal ward, or child of an employee who has or who had during the child's childhood daily responsibility to care for and financially support the child, who is either under the age of 18 or is incapable of self-care because of a physical or mental disability. A "parent" is defined as a biological, foster, or adoptive parent, a step-parent, a legal guardian, or a person who has or had during the employee's childhood daily responsibility to care for or financially support the employee.

Additional information on the Sick Leave Policy may be found in the Administrative Staff Handbook, the

Classified Staff Handbook and the Charter's Faculty Handbook.

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