


September 22, 2016

TO: College Deans
Deans' Assistants
College Budget Officers

FROM: Bill Balzer 
Vice President for Faculty Affairs & Strategic Initiatives

RE: Calculation of Faculty Sick Leave Use for Semester or Yearlong Sick Leaves

This memo updates my earlier memo (December 3, 2014) regarding the accrual and use of sick leave used when a faculty member is out sick for periods of one semester or longer to reflect language in the second Collective Bargaining Agreement (July 1, 2016 – June 30, 2019)

The collective bargaining agreement (Article 21, Section 8.1) specifies sick leave accrual:

8.1.1. BUFMs shall earn fifteen (15) days of sick leave per year. BUFMs on academic year appointment (i.e., 9-month) shall earn 13.33 hours of sick leave per month for the months of September through May. BUFMs on 12-month appointments shall earn 10 hours per month.

8.1.2. Sick leave credit shall accrue on a prorated basis for partial or irregular service.

8.1.3. When a BUFM is on an unpaid leave of absence, there shall be no accumulation of sick leave. When a BUFM is on an approved faculty improvement leave there shall be no accumulation of sick leave. Except as stated, sick leave accrual shall accumulate without limit, from the date of hire.

The collective bargaining agreement (Article 21, Section 8.4.3 for purposes of this memo):

8.4.3. Sick leave shall be used when a BUFM is under contract, excluding University holidays and other paid leave. No action shall be taken by the University to release a BUFM because of illness or disability while on sick leave with pay.

Thus, faculty members on sick leave for periods of one semester or longer will use sick leave calculated on the same monthly basis based on contract days for that month (i.e., weekdays the university is open for business, minus paid holidays). The contract period includes all weekdays¹

¹ Appropriate adjustments will be made for faculty members who work on weekends as part of their University responsibilities.

using the starting and ending dates listed on that year's employment contract. Faculty members are not charged sick days for legal holidays the University is closed. Attached is a table prepared by Daniel Gebre that provides calculations for semester-long or year-long sick leaves during the three years of the current collective bargaining agreement.

Faculty Improvement Leaves are paid leave. Thus, no sick leave is to be used while on FIL. Bargaining unit faculty members on FIL do not need to submit a report each month via the time and labor reporting system found on the MYBGSU portal.

I also want to remind you that bargaining unit faculty members are also eligible for up to 25 consecutive business days (which must occur within a single semester) for parental leave (Article 21, Section 11). Section 11.6.7 specifies that no more than two (2) paid parental leaves may be granted to a bargaining unit faculty member (or collectively to both spouses/same-sex domestic partners², if both are bargaining unit faculty members) during employment.

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² Effective January 1, 2017 only spouses (Article 18, Section 2.5)

BOWLING GREEN STATE UNIVERSITY
 Academic Years 2016/17 Through 2018/19
 Maximum Sick Leave Usage per Semester / Academic Year

Academic Year	Fall Semester				Spring Semester				Academic Year		
	A	B	C = (A-B)	D = (C*8)	E	F	G=(E-F)	H=(G*8)	I = (A+E)	J = (C+G)	K = (J*8)
	Fall Contract Days	Fall Holidays	Fall Max Sick Leave Days Used	Fall Max Sick Leave Hours Used	Spring Contract Days	Spring Holidays	Spring Max Sick Leave Days Used	Spring Max Sick Leave Hours Used	AY Contract Days	AY Max Sick Leave Usage in Days	AY Max Sick Leave Usage in Hours
2016/17	103	6	97	776	95	2	93	744	198	190	1,520
2017/18	103	6	97	776	95	2	93	744	198	190	1,520
2018/19	104	6	98	784	94	2	92	736	198	190	1,520

Notes:

9-month faculty earn 120 hours (15 days) or 13.33 hours of sick leave per month, September through May of the academic year. 12-month faculty earn 120 hours (15 days) or 10 hours per month.

For 12 month faculty including FLBs, the contract days may vary from 260 to 262 depending on the number of work days (Monday-Friday) in a calendar year. If faculty member with 12-month contract is on sick leave for the entire fiscal year contract period, the sick leave usage reported may be the contract days for specific calendar year less 10 holidays.

Holidays

- Fall Semester Holidays**
- 1 Labor Day
 - 2 Veteran's Day
 - 3 Thanksgiving Day
 - 4 Columbus Day (floating holiday observed on Friday after Thanksgiving)
 - 5 Christmas Day
 - 6 President's Day (floating holiday observed on the X-Eve or the day after X-Mas)
- Spring Semester Holidays**
- 7 New Year's Day (observed)
 - 8 Martin Luther King Day