

SICK LEAVE

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| Authority: | Chancellor |
| History: | Revised and Reformatted, November 2005; supersedes former Policy No. HR 2.10c |
| Source of Authority: | UNC Policy 300.3.1[R] |
| Related Links: | Office of State Personnel Manual |
| Responsible Office: | Human Resources |

I. Purpose

The purpose of this policy is to provide uniform guidelines for the accrual, use, and final disposition of sick leave.

II. Scope

All EPA and SPA employees holding permanent, probationary, trainee, and time-limited appointments are entitled to sick leave. Temporary, intermittent, or part-time (less than half-time) EPA and SPA employees do not accrue sick leave and are not covered under this policy.

III. Policy

The method of accrual, use, transfer, and payout of sick leave for covered employees is outlined below:

A. Sick Leave Accrual

Sick leave is earned at the rate of eight hours per month (prorated for eligible part-time employees) if an employee is in pay status for one-half or more of the regularly scheduled workdays and holidays in the pay period. Unused sick leave may be accrued indefinitely for the duration of employment.

B. Use of Sick Leave

All sick leave requires supervisory approval. For all statements in this policy, immediate family member is defined as any of the following: spouse/partner, parents, children, brothers, sisters, grandparents, and grandchildren, including

step, half or in-law relationships, or any other dependent residing with the employee. Approved sick leave may be used for the following.

1. Personal illness or medical appointments of the employee.
2. Illness of an immediate family member of the employee.
3. Death in the employee's immediate family.
4. Donations to a member of the immediate family who is an approved voluntary shared leave recipient. (See guidelines in Policy 08.220.)
5. Adoption of a child, limited to a maximum of 30 days for each parent. This is interpreted to mean at the time of physical possession of the child and have either adopted or are in the process of adoption.
6. Illnesses covered under the Family Medical Leave Act or Family Illness Leave (see guidelines in Policies 08.225 and 08.226).

C. Advancement of Sick Leave

Supervisors and department heads may advance sick leave to an employee on an individual basis, not to exceed the amount the employee can accumulate during the remainder of the current calendar year. By exception, Human Resources may grant approval to up to 12 months' sick leave if circumstances warrant.

If an employee is requesting or using advanced leave and there is a possibility that the employee may not return or remain at the university long enough to accrue the advanced time, supervisors and department heads are advised to consult with Human Resources to determine whether granting additional leave is appropriate.

D. Retirement Credit for Unused Sick Leave

All unused sick leave (including vacation leave transferred to sick leave in any prior year-end reconciliation) may be applied to retirement with the Teachers and State Employees Retirement System at the rate of one month of additional service credit for every 20 days of sick leave, provided the employee retires from active service within five years of leaving active leave accrual status.

E. Separation from Employment

Upon separation from employment, unused sick leave is not paid to the employee. Sick leave balances will remain to the employee's credit for a period five years and will be reinstated if the employee returns to state service within that time, or may be applied to retirement service credits if the employee retires from TSERS

within five years. If the employee is overdrawn on sick leave when separating from employment, deductions are made from the final salary check.

F. Transfers

When an employee transfers between state agencies in North Carolina, unused sick leave is transferred. If the employing agency is willing to accept it, unused sick leave may also be transferred to and from the following: public school, community college, technical institute, or local SPA agency of mental health, public health, social services, emergency management.

G. Record Keeping

Sick leave is requested, recorded, and records are maintained according to guidelines in Policy 08.210. Departments are responsible for maintaining sick leave records for each employee for the current year plus the four previous years.