

University of Wisconsin-Parkside
Sick Leave Policy for Non-Teaching Academic Staff
Effective July 1, 2006

This sick leave policy applies to all non-teaching academic staff who are eligible for sick leave accumulation. Sick leave for UW non-teaching academic staff is governed by the Unclassified Personnel Guidelines (UPG) #10, which is available at <http://www.uwsa.edu/hr/upgs/upg10.pdf>. All non-teaching academic staff employees are urged to read these guidelines. To comply with these guidelines, the process described below shall be followed.

Sick Leave

Non-teaching academic staff employees who need to take sick leave should inform the Department Chair/Supervisor and the Departmental Support Staff who will keep a written record of this information for later reconciliation with the leave reports. These written records should be stapled to the Leave Report form and sent to the appropriate Departmental Supervisor's Office or Dean's office every month.

Sick leave shall be reported on an hour-for-hour basis and must be taken based on a 40 hour work week, for full-time employees. Non-teaching academic staff employees should consider the matter carefully while reporting sick leave. Employees should determine what portions of their responsibilities are not being met during the leave period.

Portions of responsibilities being met may change during the leave period. For example, during hospitalization, it is possible that no responsibilities are being met, therefore, 8 hour sick days should be claimed. On the other hand, during recuperation, it is possible that some responsibilities might be resumed and therefore only a portion of the 8 hour day need be claimed.

Reporting Requirements

All sick leave should be reported at the end of each month on the yellow Leave Report form distributed for that purpose. All entries are to be made in hours. Any discrepancy between the monthly report and the written record shall be settled by the Department Chair/Supervisor. Only the Department Chair/Supervisor is authorized to sign the report in the place marked "Departmental Signature".

For absences of more than 5 consecutive working days, non-teaching academic staff shall provide to their Director, Chair or Supervisor written certification from their health care provider of the medical necessity for use of sick leave, except where the use of sick leave is authorized in advance, pursuant to the Wisconsin or Federal Family and Medical Leave Acts.

3/30/06