

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

This sick leave policy applies to all faculty and teaching academic staff who are eligible for sick leave accumulation. Sick leave for UW faculty/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 faculty/teaching academic staff employees are urged to read these guidelines. To comply with these guidelines, the process described below shall be followed.

Sick Leave

Faculty/teaching academic staff employees who need to take sick leave should inform the Department Chair 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 Dean's office every month.

If a faculty/teaching academic staff employee is unable to teach a class because of illness or injury, they should do one of the following:

- Arrange for a colleague to cover the class. The Department Chair will help in finding a suitable colleague. If there are additional costs to the University owing to colleague coverage, the faculty/teaching academic staff employee cannot claim colleague coverage, but must use sick leave. When a colleague agrees to teach a scheduled class at no additional cost to the University, the employee is not required to claim sick leave. The class coverage part and any associated part, such as meeting with students after class, should be reported as Colleague Coverage (see next page) on the yellow Leave Report form under the column titled "CO CV". Colleague coverage cannot be applied to other duties such as advising students, attending meetings or performing non-classroom professional activities; the employee must use sick leave for those hours.
- Arrange to cancel the class. The Department Chair and Departmental Support Staff should be clearly informed of the cancellation. The faculty/teaching academic staff employee should cover the lost class time by adjustments to the class schedule for the remainder of the semester. Regardless of whether or not such adjustments eventually occur, the canceled class time must be reported as sick leave on the yellow Leave Report form under the column titled "SK LV".

Sick leave shall be reported on an hour-for-hour basis and must be taken based on a 40 hour work week. Faculty/teaching academic staff employees should consider the matter carefully while reporting sick leave. Employees should determine what portions of their responsibilities (teaching, research, service) are not being met during the leave period. While such leaves need not be taken for the portion of teaching responsibilities met with colleague coverage, administrative responsibilities and non-classroom professional activities do not qualify for colleague coverage. For example, if the employee cancels their morning classes, but works from home in the afternoon on research, he/she may

report the hours of sick leave for the morning and inform the Department Chair and the Departmental Support Staff in writing that he/she worked from home in the afternoon. If the employee misses a department meeting, he/she is also expected to report sick leave for that period of time.

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. Example: It is determined that 50% of a person's responsibilities are in teaching, half of which is being met by colleague coverage, 35% is in research and all is being performed, and 15% in service, none of which is being performed, 40% leave must be taken, or 40% X 40 hours or 16 hours per week for a one week absence.

Colleague Coverage

Colleague coverage is to be reported when a faculty/teaching academic staff employee who is sick arranges for a colleague to cover one or more classes. The Department Chair will help in identifying a suitable colleague. Colleague coverage shall be reported on an hour-for-hour basis by placing the appropriate number in the colleague coverage column entitled "CO CV" on the yellow Leave Report form. Next to this column the name of the colleague who covered the class(es) should be indicated. Note that only the class coverage hours and any associated part, such as meeting with students after class, should be reported as Colleague Coverage.

If a paid replacement is appointed to assume the faculty/teaching academic staff employee's teaching responsibilities, the employee will not be entitled to colleague coverage for the absence and is required to use sick leave.

Colleague coverage cannot be used for other duties such as attending meetings and other administrative responsibilities or for research.

Reporting Requirements

All sick leave and colleague coverage 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. Only the Department Chair is authorized to sign the report in the place marked "Departmental Signature".

For absences of more than 5 consecutive working days faculty/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.