

Sick Leave FAQs

1. How is sick leave accrued?
 - a. Regular staff members accrue sick leave at the rate of one day for each calendar month up to a maximum of 40 days.
 - b. Sick leave does not accrue when a staff member is on leave from the University.
 - c. Staff members with academic year appointments or staff members who work more than half-time, but less than full-time, accrue sick leave on a prorated basis.
2. Do I get overtime for sick leave?
 - a. Sick leave pay is paid at regular rates and not at overtime rates.
 - b. Non-exempt staff members must physically work over 40 hours in a work week to receive overtime pay.
3. May I use sick leave for a family member? If so, what relatives qualify?
 - a. Sick leave may be used for a staff member or a staff member's child, spouse or parent.
4. What happens if I run out of sick leave?
 - a. If an absence due to illness or injury exceeds the accumulated sick leave credit, accrued vacation will be used.
5. What is a good amount of sick leave to keep — to get to short-term disability or FMLA?
 - a. A staff member becomes eligible for short-term disability leave benefits after 22 days of total disability under a qualified physician's care and with a written statement from the physician certifying disability.
 - b. A combination of 22 days of sick and/or vacation leave will allow the staff member to receive full pay prior to receiving short-term disability leave pay.
6. Will I get in trouble if I don't keep much sick leave?
 - a. A staff member may be counseled by their supervisor warning the staff member that their balance is low.
 - b. Typically, disciplinary actions occur when a staff member takes time off without the time accrued.
7. How much sick leave can I accrue before I stop accruing?
 - a. Maximum of 40 days may be accrued.
8. What if I don't have enough leave (sick and vacation) to cover an illness or surgical procedure?
 - a. You will need to speak to Human Resources about applying for Family Medical Leave Act (FMLA) when dealing with a serious health condition.
 - b. Time off under the FMLA may not be held against you in employment actions such as hiring, promotions or discipline.
9. Can staff share/borrow sick leave?
 - a. Sick leave may not be transferred to another staff member under any circumstances

10. Do I have to use all my vacation time first when I am out sick for an extended period of time?
 - a. Staff members are required to use sick leave first and then if the absence due to illness or injury exceeds the accumulated sick leave credit, accrued vacation will be used.

11. When am I allowed to use sick leave?
 - a. Sick leave may be used to cover absences due to illness, injury, or required medical examination for a staff member or a staff member's child, spouse or parent.
 - b. Sick leave may also be used to make arrangements for and attend the funeral of a member of one's immediate family
 - i. "Immediate family" is considered to be the following relatives: spouse, domestic partner, parent, child, grandparent, grandchild, sister, brother, corresponding in-laws and step-relatives, and any other relative living in the same household.

12. Can you be out two or three days before having to submit a doctor excuse to your supervisor?
 - a. A doctor's statement may be required for sick leave in excess of three days, or whenever the supervisor or Human Resources deems it appropriate to question the validity of such leave.

Questions received contained both phrases "sick time" and "sick leave" — at the University of the South, these two are the same. Through this FAQ, the term "sick leave" has been used for consistency.

Contact Information

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