Sick Leave for Managerial/Professional Employees

POLICY CONTENTS
Scope
Policy Statement
Related Information
History

Scope
This policy refers to benefits eligible Managerial/Professional Staff (non-faculty) employees.

Policy Statement

Pursuant to Section 3.4.3.3 of the Bylaws of the Board of Regents of the University of Nebraska, the following regulations shall apply to leaves of absence due to non-occupational sickness or accident.

1.0 Members of the Managerial-Professional staff shall accumulate one day of sick leave per month for the first two years of employment; thereafter, the foregoing provisions (Section 2) shall apply.

1.1 Such employees may, when all sick leave and vacation leave are exhausted, be advanced up to 40 hours (one work week) of sick leave, pro-rated for part-time employees. Employees shall reimburse the University for any used, unearned sick leave upon separation.

1.2 Managerial Professional staff do not receive, upon retirement or death, the supplemental salary payment equal to 1/4 of their unused accrued sick leave.

2.0 Whenever a member of the Managerial-Professional staff who has completed two years of service is temporarily disabled due to illness or accident, such staff member, upon approval of the Chancellor or President, shall be paid his or her regular salary during the period of such disability but not to exceed a period of six months less:

2.1 The amount he or she has received during such time as workers' compensation; and

2.2 Unless used for purposes of Parental Leave, the amount required, if any amount be required, to pay any substitute who has performed all or any part of the work of the incapacitated staff member. Substitutes shall be selected by the Chancellor or President. Whether such a substitute shall receive pay for such work performed or be permitted to substitute gratuitously for the incapacitated staff member shall be determined by the Chancellor or President.

2.3 Such leaves of absence may be extended beyond six months without pay upon recommendation of the Chancellor and the President and approval by the Board.

3.0 In order to comply with the terms of existing United States Civil Service retirement regulations, newly appointed Cooperative Extension staff with federal appointments will accumulate sick or injury leave at the rate of one month per year.

3.1 Past or present service retirement benefits will not be paid during the period of an extended disability leave.
4.0 Disability absences caused or contributed to by pregnancy, childbirth, and recovery there from are considered sick leave, and shall be governed by the provisions of the Parental Leave Policy.

5.0 Any leaves taken pursuant to this policy may be considered to be qualifying events under the federal Family Medical Leave Act and the Family Medical Leave Policy approved by the Board.

6.0 The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.

7.0 Sick leave, up to a maximum of five (5) working days per illness, may be granted when illness of or injury to a member of the immediate family requires the employee's presence. Immediate family means wife, husband, children, parents, grandparents, grandchildren, guardian, ward, brother, sister, daughter-in-law, son-in-law, stepfather, stepmother, stepdaughter, stepson, or persons being the same relationship to the spouse.

Related Information
Section 3.4.3.3 of the Bylaws of the Board of Regents of the University of Nebraska

History
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