Sick Leave for Office/Service Employees

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Scope
This policy refers to benefits eligible Office/Service Staff (non-faculty) Employees

Policy Statement
1.0 Sick Leave Eligibility

1.1 All regular Office and Service personnel shall be eligible for paid sick leave.

1.2 All Office and Service personnel hired on a regular part-time basis shall be eligible for paid sick leave at their regular rate of pay proportionate to the full-time equivalency of their appointment.

1.3 Temporary staff shall not be eligible for paid sick leave.

2.0 Sick Leave Accruals

2.1 Office and Service personnel shall accrue sick leave according to the following schedule.

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Hours/Month</th>
<th>Hours/Year</th>
<th>Days/Year</th>
<th>Hours/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th year</td>
<td>8</td>
<td>96</td>
<td>12</td>
<td>0.26301</td>
</tr>
<tr>
<td>Beginning of 6th year</td>
<td>11.33</td>
<td>136</td>
<td>17</td>
<td>0.37260</td>
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<tr>
<td>Beginning of 7th year</td>
<td>12</td>
<td>144</td>
<td>8</td>
<td>0.39452</td>
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<td>Beginning of 8th Year</td>
<td>12.67</td>
<td>152</td>
<td>19</td>
<td>0.41644</td>
</tr>
<tr>
<td>Beginning of 9th year</td>
<td>13.33</td>
<td>160</td>
<td>20</td>
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<tr>
<td>Beginning of 10th year</td>
<td>14</td>
<td>168</td>
<td>21</td>
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<tr>
<td>Beginning of 11th year</td>
<td>14.67</td>
<td>176</td>
<td>22</td>
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<tr>
<td>Beginning of 12th year</td>
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<td>184</td>
<td>23</td>
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<td>Beginning of 13th year</td>
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<td>Beginning of 14th year</td>
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<td>25</td>
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<td>0.56986</td>
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<tr>
<td>Beginning of 16th Year</td>
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<td>27</td>
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<td>Beginning of 17th year</td>
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<td>232</td>
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<td>Beginning of 19th year and all following years</td>
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<td>240</td>
<td>30</td>
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</table>

Maximum Accrual 1440 180
2.2 Sick leave shall begin to accrue with the date of hire. Sick leave shall be charged against the sick leave accrued on a work-hour basis. An employee shall be eligible to use sick leave as soon as it has accrued.

2.3 Sick leave shall be cumulative up to a maximum of 1,440 hours, or 180 working days. Once an employee has accrued 1,440 hours of sick leave, he or she shall not accrue sick leave until his or her accrued sick leave is below 1,440 hours.

2.4 Office and Service employees who were hired before January 1, 2019, and who retire from the University before July 1, 2035, shall receive a supplemental salary payment equal to 1/4 of their unused accrued sick leave up to a maximum of 360 hours with the rate of payment equal to the regular University of Nebraska Administration rate of pay on the date of death. The beneficiary of an Office and Service employee hired on or after January 1, 2019, will not be eligible to receive the ¼ supplemental salary payment upon retirement.

2.4.1 An employee hired before January 1, 2019, who transfers from the Managerial Professional classification to the Office and Service classification on or after January 1, 2019, will not be eligible for the ¼ supplemental salary payment upon retirement.

2.5 Upon the death of an Office and Service employee who was hired before January 1, 2019, and who passes away before July 1, 2035, the beneficiary of the employee shall receive a supplemental death benefit payment equal to 1/4 of the unused accrued sick leave of the deceased employee up to a maximum of 360 hours with the rate of payment equal to the regular University of Nebraska Administration rate of pay on the date of death. The beneficiary of an Office and Service employee hired on or after January 1, 2019, will not be eligible to receive the ¼ supplemental death benefit payment upon the death of the employee.

2.6 Office and Service employees transferred from one department or campus to another shall have their accrued sick leave transferred to the receiving department or campus.

2.7 Office and Service staff that transfer from employment with the State government or State colleges shall accrue sick leave at a rate based on the hiring date or service date with the organization from which they are transferring. In addition, such Office and Service employees shall be credited with unused sick leave, up to a maximum of 360 hours, accrued while an employee of the State government or the State colleges.

3.0 Sick Leave Use.

3.1 Sick leave means the period of time that the employee is incapacitated or unable, due to illness, injury, to perform the regularly assigned duties of his or her position. The period of time shall begin and end when medically indicated to the satisfaction of the appropriate administrative officer.

3.2 Paid sick leave means a period of time that the employee is paid his or her regular salary during a period of illness or injury. The period of time shall begin and end as stated in subsection 3.1.

3.3 Disability absences caused or contributed to by pregnancy, childbirth and recovery there from are considered to be sick leave, and shall be governed by the provisions of the Parental Leave Policy. The period of time shall begin and end as stated in subsection 3.1.

3.4 One hour of sick leave shall be consumed for each working hour of absence due to illness or injury. Absence due to illness or injury, which is more than the amount of accrued sick leave, may be charged to accrued vacation leave by written mutual agreement between the employee and the appointing authority.

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

3.6 When all accrued sick leave and vacation leave are consumed and/or advanced, an employee may, upon written request, be granted sick leave without pay. A period of sick leave without pay normally shall
not exceed one year. It shall not be extended beyond that period unless there are exceptional, mitigating circumstances.

3.7 Employees on Leave Without Pay, Suspension, or Layoff shall not accrue sick leave during that time.

3.8 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.

3.9 Vacation days or University holidays that may fall within the period of paid sick leave shall not be counted as days to be subtracted from sick leave.

3.10 The allowance of sick leave for any purpose under this policy shall be subject to the right of the University to require satisfactory evidence of illness or injury including the certification of an attending physician in the case of the employee or a member of his or her immediate family. Sick leave allowance shall be at the discretion of the University.

3.11 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.

3.12 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.

3.13 Employees returning to the university with less than three years break in service will also have the hours from their previous sick leave balance restored.

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

History
Updated 10/3/18