



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-2010	Policy Title:	Staff Sick Leave Policy
Effective:	04/17/2025	Responsible Office:	Human Resources
Date Approved:	04/17/2025	Approval:	Executive Vice President & Chief Operating Officer
Replaces Policy Dated:	10/30/2024	Responsible University Official:	Chief Human Resources Officer

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

HRM-2010.1 – Definitions

Eligible Employee

All regular full and part time staff who are regularly scheduled to work at least 1,000 hours per year (base schedule is at least 1,000 hours or more).

Immediate Family

For purposes of this policy, immediate family is defined as the employee’s child, parent, or spouse.

HRM-2010.2 – Policy

Eligible employees accrue one day of sick leave for each month of continuous employment up to a maximum of 65 workdays.

Calculation of Sick Leave Time Accrued:

Eligible employees accrue sick leave every pay-period as long as they are in a paid status, (e.g. regular, vacation, sick leave, holiday) **and they have not already reached their maximum accrual.**

Non-exempt employees will earn sick leave based on the number of hours paid each pay period including vacation, sick, holiday, bereavement leave, etc.

Exempt employees accrue sick leave based on scheduled weekly hours with the exception of:

- New exempt employees who work for at least one day of the month will receive their full accrual of sick leave for that month.
- Exempt employees who leave the University will accrue ½ of the final month's sick time allotment if they leave before the 15th of the month; they will accrue the full month's sick time allotment if they leave the University on or after the 15th of the month.

Employees on unpaid leave of absence do not accrue sick leave.

Eligible employees regularly scheduled to work less than 12 months per year accrue during the pay periods they are scheduled to work. They do not accrue during the months they are not scheduled to work and do not receive a paycheck or are receiving their deferred payout (if applicable). They may only take sick leave time during their normal work schedules.

Approved Use of Sick Leave:

Sick leave may be used for the following purposes:

- An employee's own illness or temporary disability
- Sickness or temporary disability of a member of an employee's immediate family
- Medical or dental appointments for the employee or their immediate family. If appointments are reasonably foreseeable, this time should be approved by the employee's supervisor in advance.
- If an employee is absent due to a Worker's Compensation injury or accident, sick leave, if available will be used for the first seven days of leave
- Employees must take eligible paid time off (sick, vacation,) prior to going on leave without pay

An employee who will be absent from work because of illness must

- Notify their supervisor prior to the start of the employee's assigned shift (some departments require a four-hour advance notification)
- Follow all other departmental rules governing the use of sick leave

Return to Work:

A supervisor may require medical evidence for any time claimed as sick leave. An employee whose physical condition from any surgery or illness places limitations on their ability to work, or who may present a health risk for themselves must have a written release from their physician before returning to work.

Employees who exhaust all of their sick leave and remain out of work due to their medical condition or medical condition of their immediate family member, must use remaining vacation accrual before the employee goes on unpaid leave.

If an employee is out of work for three days or more due to a serious health condition for themselves or an immediate family member, they may be eligible for job protected leave under the Family Medical Leave Act. Employees in this situation should contact New York Life at 1-888-842-4462 to determine eligibility.

Employees who are out of work for more than ten days due to their own medical condition may be eligible for employer paid short term disability and should contact New York Life at 1-888-842-4462 to determine eligibility. Additional information may be found on the [Short Term Disability](#) webpage.

Termination:

Employees who terminate University employment will not be paid for unused sick days.

POLICY BACKGROUND:

Original policy in existence prior to 2007.

Non-substantive revisions in 2018. Reviewed by President's Cabinet prior to approval in December 2018.

Revisions in January 2019 reviewed by President's Cabinet and Academic Cabinet prior to approval by the Executive Vice President and Chief Operating Officer.

Revised policy reviewed by President's Cabinet on 10/28/2024 and approved on 10/30/2024.

Revised policy reviewed by President's Cabinet on 4/14/2025 and approved on 4/17/2025

POLICY CONTACTS:

Chief Human Resources Officer