



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-2010	Policy Title:	Staff Sick Leave Policy
Effective:	01/01/2019	Responsible Office:	Human Resources
Date Approved:	12/17/2018	Approval:	Executive Vice President & Chief Operating Officer
Replaces Policy Dated:	Pre-2007	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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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 children, parent, or spouse.

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

Calculation of Sick Leave Time Accrued:

A new employee's eligibility date for sick leave accrual is based on the start date of employment. In order to accrue leave for the month, a new employee must begin work on or before the 15th of the month. Otherwise, sick leave accumulates from the first day of the following month.

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Eligible employees accrue sick leave every pay-period as long as they are in a paid status (e.g. regular, vacation, sick leave, holiday, etc.).

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

Exempt employees will accrue sick leave based on the number of hours paid in the pay period. Typically, exempt employees are paid the same amount each pay period. If an exempt employee does not receive a full paycheck in a particular month, the sick leave accrual will be based on the hours paid. For example, if an exempt employee takes an unpaid leave of absence for part of a month, the accrual would be based on time paid.

Employees continue to accrue sick leave while on paid time off (e.g., jury duty, parental leave, temporary military leave).

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

Eligible employees regularly scheduled to work less than 12 months per year must 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, personal day) prior to going on leave without pay

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

- Notify their designated 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 who undergoes major surgery, or 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, will continue to enter sick leave on their leave report or time sheet. Time off will be paid from the employee's remaining bonus vacation, vacation, eligible holidays, and personal day balances 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 Human Resources at URHR@richmond.edu or 804-289-8747 to determine eligibility.

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Employees who plan to be 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 Human Resources at URHR@richmond.edu or 804-289-8747 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.

RELATED POLICIES:

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.

POLICY CONTACTS:

Chief Human Resources Officer