



*University Staff/American Federation of State, County
and Municipal Employees AFL-CIO (AFSCME)*

| | | |
|---------------------|----------------------------|---------------------------|
| SUBJECT (R*) | EFFECTIVE DATE (R*) | POLICY NUMBER (O*) |
| SICK LEAVE (AFSCME) | June 2, 2017 | 1725.275 |

POLICY STATEMENT (R*)

An employee shall accrue sick leave in accordance with the table contained in this policy.

An employee may carry over sick leave hours from year to year. Sick leave will not be paid out upon separation. Any employee with a minimum of 10 years of service at the University as of July 1, 2005 will be grandfathered under the previous sick leave policy for purposes of receiving payment for accumulated sick leave hours upon separation of employment from the University. Only sick leave hours accumulated prior to the above stated effective date will be paid out, in accordance with the established maximum amounts as indicated on the previous policy.

Use of sick leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the immediate supervisor.

The use of sick leave shall be authorized for the following:

- Illness or injury of the employee or a member of the immediate family.
- Medical, dental or other recognized practitioner appointment of the employee or a member of the employee’s immediate family.
- When, through exposure to a contagious disease, the presence of the employee at the job would jeopardize the health of others.
- Personal illness shall include disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery thereafter.

During leave of absence with pay, an employee shall continue to earn sick leave credits.

When possible, employees are expected to schedule planned medical appointments in a manner that minimizes disruption of the workflow.

Employees must use sick leave for its intended purpose. Supervisors will monitor employee use of sick leave for patterns of abuse. Abuse of paid sick leave will result in disciplinary action up to and including dismissal.

Upon return from sick leave due to illness or injury, an employee may be required to submit a Fitness for Duty form to establish whether the employee is fully recovered and capable of returning to his/her duties.

**FLORIDA INTERNATIONAL UNIVERSITY
SICK LEAVE ACCRUAL**

| Length of Service | Hours Accrual Per Pay Period |
|--------------------------|---|
| Full-time employees | 4 Hours |
| Part-time employees | Accrue sick leave at a rate directly proportionate to the percent of time employed (FTE). |

REASON FOR POLICY (O*)

To administer the accrual and appropriate use of sick leave.

DEFINITIONS (R*)

Illness/Injury - any physical or mental impairment of health, including such an impairment proximately resulting from pregnancy, which does not allow an employee to fully and properly perform the duties of the employee’s position. When an employee’s illness/injury may be covered by the American with Disabilities Act, the provisions of Public Law 101-336 shall apply.

Employee’s Immediate Family – defined as spouse, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren and same-sex domestic partner.

HISTORY (R*)

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; June 2, 2017.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Benefits Administration
Division of Human Resources
11200 S.W. Eighth Street, PC 224
Miami, Florida 33199
Telephone: (305) 348-2181

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

***R = Required *O = Optional**