



Sick Leave Policy #1710.295

INITIAL EFFECTIVE DATE: November 20, 2009	LAST REVISION DATE: February 19, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Payroll Administration
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POLICY STATEMENT

This policy delineates the general requirements for the use of sick leave. If an employee is absent for four (4) or more days, the FMLA Paternal and Medical Leave Policy#1710.145 applies.

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.
- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care, and to care for the newly placed child.
- To deal with issues relating to domestic violence suffered by the employee or a family or household member, as per the Domestic Violence Leave Policy.
- Qualifying events for a covered family member’s service in the armed forces as described under the FMLA Paternal and Medical Leave Policy#1710.145.

Employees must use sick leave for its intended purpose. When possible, employees are expected to schedule planned medical appointments in a manner that minimizes the disruption of the workflow.

Supervisors will monitor employee use of sick leave for patterns of abuse. If such a pattern is noted, the supervisor should contact the Office of Employee and Labor Relations. The University may require a medical certification if abuse of sick leave is suspected. Abuse of paid sick leave will result in disciplinary action up to and including dismissal.

While on vacation, if an employee becomes eligible to use sick leave and provides a medical certificate confirming the illness/injury, the University will use accrued sick leave for the qualifying event instead of accrued vacation time.



During leave of absence with pay (except when an employee uses the Sick Leave Pool Policy#1710.300 and/or the Catastrophic Pool Policy#1710.050), an employee shall continue to earn sick leave credits.

Upon return from sick leave due to illness or injury for less than four (4) days, 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.

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

SICK LEAVE ACCRUAL

Employee Type	Hours Accrual Per Pay Period	Maximum Accrual
Full-time employees	4 hours	1,920 hours
Part-time employees	Accrue sick leave at a rate directly proportionate to the percent of time employed (FTE)	1,920 hours
Executive Service	5 hours	1,920 hours

Any employee with more than 1,920 sick leave hours accrued as of the February 19, 2025 will no longer accrue sick leave hours until his/her accrual falls below the cap.

An employee with less than ten (10) years of FIU service who separates from FIU shall not be paid for any unused sick leave. Employees who separate from FIU after ten (10) years of continuous service at FIU will be paid one-fourth (1/4) of their unused sick leave up to a maximum of four hundred and eighty (480) hours. Any break-in-service will cause the ten (10) year threshold to restart.

An individual who resigns from a Florida governmental entity (State agency or university, community college, county or city) and is thereafter employed by the University may not transfer any unused and unpaid leave accrued from the previous employer.

SCOPE

This policy applies to all eligible employees.



REASON FOR POLICY

To administer the accrual and appropriate use of sick leave.

DEFINITIONS	
TERM	DEFINITIONS
Continuous Service	Defined as employment with FIU without any break-in-service such as separating from FIU for a period of time.
Eligible Employee	A person employed for wages or salary, especially at nonexecutive level.
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.
Illness/Injury	Means 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 Americans with Disabilities Act, the Reasonable Accommodation for Faculty, Staff, and Employment Applicants/Candidates Policy#1705.022 apply.

ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

FMLA Parental and Medical Leave Policy#1710.145
Sick Leave Pool Policy#1710.300
Catastrophic Pool Policy#1710.050
Reasonable Accommodation for Faculty, Staff, and Employment Applicants/Candidates Policy#1705.022



CONTACTS

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HISTORY

Initial Effective Date: November 20, 2009

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): February 15, 2024; February 19, 2025.