



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
2/24/00**

**REVISION  
6**

**PAGE  
D6-170.0**

SUBJECT

**LEAVES OF ABSENCE**

SUB-TOPIC  
**SICK LEAVE**

Sick leave may be granted to all regular\* employees in cases of personal illness or injury, pregnancy, sickness in the employee's immediate family, or exposure to a contagious disease requiring quarantine or isolation of either the employee or his/her immediate family. "Immediate family" is defined as those individuals related by kinship, adoption, marriage or foster children who are so certified by the Department of Protective and Regulatory Services who are living in the same household or, if not in the same household, are totally dependent upon the employee for personal care of services on a continuing basis.

The time and effort report ("time sheet") shall reflect all sick leave hours taken. The supervisor can authorize sick leave for up to six (6) working days.

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\*Regular employees are those who work at least twenty (20) hours per week for at least four and one-half (4 1/2) months.

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ELIGIBILITY AND ACCRUAL: All regular employees accrue paid sick leave at the rate of eight hours for each month or a fraction of a month of service. Sick leave is prorated for the percent of time appointed.

In order to be eligible for sick leave with pay, an employee must comply with the following:

1. Report promptly by telephone to his/her supervisor the reason for his/her absence, and keep the supervisor informed of his/her condition.
2. If absence is of more than three (3) days duration, the employee will send to the supervisor a doctor's certificate showing the cause or nature of the illness, or some other written statement which is acceptable to the supervisor.
3. An employee who is on leave on the first day of a month may not use the sick leave that the employee accrues for the month until after a return to duty.



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**DATE ISSUE  
6/1/98**

**REVISION  
5**

**PAGE  
D6-170.0.1**

SUBJECT

**LEAVES OF ABSENCE**

SUB-TOPIC

**SICK LEAVE, Continued**

RESTRICTIONS: There is no restriction on the amount of sick leave that may be accrued; however, no employee can accrue sick leave while in an ineligible status (any leave without pay, etc.). Consult the specific subtopics in this Manual regarding eligibility status for sick leave accrual.

Advancement of sick leave before an employee has earned it is not permissible at UTD. In those rare instances where an exception must be made, written approval of the appropriate Dean or Vice President is required.

EXCEPTIONS: Exceptions to the amount of sick leave an employee may take must be authorized by the President, or his/her designee, on an individual basis.

DEATH OF EMPLOYEE: If an employee dies and has accrued a sick leave balance, his/her estate will be paid for one-half (1/2) of the accrued sick leave or for three hundred and thirty-six (336) hours of sick leave, whichever is less, calculated at the rate being paid the employee at the time of death.

DISCIPLINARY ACTION: An employee who is found to have obtained and taken sick leave under false pretenses may be subject to appropriate disciplinary action, including discharge.

PROOF REQUIREMENT: At the discretion of UTD, an employee may be required to prove that his/her absence was necessitated by a circumstance noted under "Granting of Sick Leave," this subtopic. The University may also require proof, before an employee returns to work, that he/she is physically fit to return.

SEPARATION: Termination dates due to resignation, dismissal or separation may not be extended in lieu of payment of accrued sick leave. Any unearned sick leave previously taken by an employee will be deducted from that person's final paycheck, on the basis of one working day for each unearned sick leave day taken.

LAYOFF: An employee laid off under a formal reduction-in-force policy shall have his/her sick leave balance restored if reemployed by the state within twelve months of termination.



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**DATE ISSUE  
2/24/00**

**REVISION  
6**

**PAGE  
D6-170.0.2**

SUBJECT

**LEAVES OF ABSENCE**

SUB-TOPIC

**SICK LEAVE, Continued**

TRANSFER: If an employee transfers without service interruption from one state agency to another, he/she is entitled to credit for accumulated, unused sick leave which will be transferred.

1. Transferring from UTD:

An employee, who transfers from UTD to another state agency, should verify that the current state employer has received confirmation of any unused sick leave from UTD Human Resources.

2. Transferring to UTD:

Incoming employees from another state agency must provide the Human Resources Office with a written record of accrued sick leave from the previous employer in order to be credited with any such leave.