

Approved by the Board of Trustees,
September 9, 2004

POLICY 10 SICK LEAVE

University Policy

Employees in trainee, apprentice, learner, provisional, or status appointments will accrue sick leave without limit at the rate of .0462 hours for each hour, exclusive of overtime, that such employees are in pay status.

Accumulated sick leave may be used for illness of, injury to, or need to obtain medical or dental consultation for the employee, the employee's spouse, children, or parents, including parents-in-law. "Children" include biological, adopted, foster, stepchildren, legal wards, or those children for which an employee is standing *in loco parentis*, ~~who are under 18 years of age, or over age 18 but incapable of self-care because of mental or physical disabilities.~~ "Parent" is defined as biological parent, stepparent, or an individual who stood *in loco parentis* to the employee. Sick leave may also be used for the above reasons for a member of the employee's household. An employee may use sick leave for pregnancy. During the 12-month period immediately following the adoption or birth of a child, sick leave may be used for a period of time, not to exceed twelve weeks, to care for that child. The use of accrued sick leave for Family and Medical Leave purposes does not extend the 12-week Family and Medical Leave entitlement.

Sick leave earned before January 1, 1984, and on or after January 1, 1998, shall be noncompensable and shall be used in full before any compensable sick leave earned between January 1, 1984, and December 31, 1997, is used.

Accrued and non-compensated sick leave shall be restored for a former employee who separates from the University in good standing and returns to employment within two (2) years.

Section 14a of the State Finance Act (30 ILCS 105/14a) provides that employees eligible to participate in the State Universities Retirement System or the Federal Retirement System are eligible for compensation at time of resignation, retirement, death, or other termination of University employment for one-half (1/2) of the unused sick leave earned between January 1, 1984, and December 31, 1997. Alternatively, accumulated unused sick leave may be used to increase creditable service in accordance with the rules of the State Universities Retirement System (40 ILCS 5/15-113.4).

The President may issue rules for the administration of sick leave and provisions of the State Finance Act as the President determines to be in the interest of the University.