

ADJUNCT FACULTY SICK LEAVE POLICY

All adjunct faculty are eligible for Sick Leave. Sick Leave is based on hours worked up to eighty (80) each pay period. It accrues at a rate of .0334 hours for every hour worked to a maximum of 2.67 hours per pay period. The maximum annual accrual for an adjunct faculty is 24 hours (three days). The maximum accrual is 48 hours (six days), at which point accrual will stop until time off is taken and the total falls below the maximum. Sick Leave is available for use after the first 90 days of employment.

Sick Leave must be used in increments of 2 hours or more and may be used when the adjunct faculty is unable to work during their regularly scheduled class room teaching time for preventive care, or for the diagnosis, care, or treatment of an existing health condition for the adjunct faculty or a family member of the adjunct faculty. Sick Leave may also be used by an adjunct faculty who is a victim of domestic violence, sexual assault, or stalking to seek help or obtain a restraining order.

A request for sick leave should be made in advance when the adjunct faculty has a scheduled medical appointment during a regularly scheduled work time. An absence due to an illness should be reported to their chair as soon as the adjunct faculty is able, and before the beginning of their regularly scheduled class.

Sick leave taken is reported each pay period to the department for which the adjunct faculty works. The designated supervisor will submit the hours to payroll. The hours used are reflected on the paycheck stub, and will reduce the sick leave balance. The amount of sick leave reported to replace classroom teaching will reduce the amount of contract teaching pay the adjunct receives by a proportionate amount.

Each calendar year adjunct faculty may use up to one half of their annual Sick Leave accrual (12 hours maximum) to attend to the illness of their child, parent, spouse, grandparent, grandchild, sibling or any other family member covered by law.

The Sick Leave Bank is a non-vested bank and upon termination no payment will be made from it. If the adjunct faculty returns to the university as an employee in any capacity within one year from the date of separation, the sick leave bank will be reinstated.