

## **ARTICLE 20 SICK LEAVE**

### **A. ELIGIBILITY**

Librarians on pay status for at least fifty percent (50%) or more of full time are eligible to accumulate sick leave credit based on the percentage of time on pay status up to a maximum of one (1) working day per month for full time service. Sick leave may be accumulated without limit. Sick leave is earned during leave with pay. Sick leave is credited at the end of the month it is earned.

### **B. USE OF ACCUMULATED SICK LEAVE**

- a. Librarians are expected to use sick leave in keeping with normally approved purposes--personal illness, disability, medical appointment, attendance to the illness of a family member, or bereavement. Accumulated sick leave may be used for temporary disability related to pregnancy, childbirth, and recovery there from.
- b. A librarian may be required to submit satisfactory proof of illness or disability.
- c. Sick leave shall not be used prior to the time it is credited nor shall sick leave be used beyond a predetermined separation date.
- d. Regularly scheduled days off and University administrative holidays shall not be charged against sick leave.
- e. While receiving injury or health compensation under the Worker's Compensation Act, an absent librarian may also receive sick leave benefits provided the total of the sick leave pay and worker's compensation does not exceed the employee's regular salary for the period.

### **C. REPORTING**

Once a month, each librarian shall report sick leave used to the appropriate office. Once a month, the University shall report to each librarian on the accumulation and use of sick leave.

### **D. SICK LEAVE RETIREMENT CREDIT**

Upon retirement, accumulated sick leave shall be converted to retirement service credit at the rate of .004 of a year (2,080 work hours in a year divided into 8 equals .00384 which is then rounded off) for each day of unused accumulated sick leave.

