

The University recognizes that inability to work because of illness or injury may cause economic hardship. For this reason the University provides paid sick hours to eligible full-time employees.

*Full Time Staff Employees*

Employees will accrue sick hours at the rate of eight hours per month up to a maximum of 96 hours per year. Earned hours will be added to an employee's sick hour bank on the first pay of each month. Sick hours will not accrue while an employee is on Short Term Disability Leave or on an unpaid Leave of Absence.

Modified full time staff employees will accrue sick hours at the rate of 80% up to a maximum of 64 hours per fiscal year.

Unused sick hours may be accumulated to a maximum total of one thousand four hundred forty (1440) hours. There is no early cash out or payout for unused sick hours when employees leave the University.

Newly hired staff employees will begin to accrue sick hours immediately and will be eligible to use their sick hours immediately upon completion of their probationary period.

*Full Time Administrative Employees*

Employees will be granted 96 sick hours each year on the first pay of the fiscal year. There is no carryover of sick hours from year to year or payout for unused sick hours when employees leave the University for administrative employees.

Modified full time administrative employees will be granted sick hours at the rate of 80% up to a maximum of 64 hours per fiscal year.

Newly hired administrative employees will be granted sick hours immediately and will be eligible to use their sick hours immediately upon completion of their probationary period.