

## 31.03.02.D0.01

## Sick Leave



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August 07, 2014

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### Procedure Summary

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Texas A&M University–Central Texas (A&M-Central Texas) provides sick leave to eligible faculty and staff employees in accordance with state law and System Regulation 31.03.02.

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### Definitions

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**Eligible Employee** - An employee listed in the position identification database in a budgeted position for 50 percent or more time for a period of at least four and one-half months, excluding an employee in a position for which student status is a requirement for employment, is entitled to sick leave with pay.

**Immediate family** – an individual who resides in the same household as the employee and is related by kinship, adoption or marriage; a foster child of the employee who resides in the same household as the employee and who is under the conservatorship of the Department of Protective and Regulatory Services; and a minor child of the employee, regardless of whether the child lives in the same household.

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### Procedure

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#### 1. GENERAL

1.1 Eligible employees may apply for sick leave with pay, without pay, sick leave pool hours, Family and Medical Leave, and Parental Leave subject to the restrictions listed here and in System Regulation [31.03.02 Sick Leave](#).

1.2 Paid leave (vacation and compensatory time) will be used if sick leave is exhausted. Sick Leave Pool may be used after the paid leave is exhausted subject to System Regulation [31.06.01 Sick Leave Pool Administration](#). Leave without pay will be used if the employee is not eligible for Sick Leave Pool or if the sick leave pool is exhausted.

#### 2. PROCEDURES

2.1 Requests Granting and Approving Sick Leave

- 2.1.1 The employee's immediate supervisor is responsible for granting and approving sick leave.
- 2.1.2 Employees should normally be granted sick leave when it is requested for a qualifying reason. If medical certification is required but **not** provided (after three consecutive days), the time off must be reclassified as vacation, compensatory time or leave without pay.

## 2.2 Notification

- 2.2.1 Supervisors should set and communicate rules regarding sick leave notification. Generally, employees are required to notify their supervisor at the earliest possible time. For unexpected needs, employees should notify their supervisor (or have someone else notify on their behalf) **before** the workday begins. Unless advance arrangements are made, the employee must notify his or her supervisor of the expected date of return, check in periodically as scheduled by the supervisor and notify the supervisor if the expected date of return changes.
- 2.2.2 If circumstances warrant, the immediate supervisor may require medical or other documentation for absences of less than three consecutive work days. System Regulation *31.03.02 Sick Leave* requires documentation for these absences if the absence is due to a family member who is not a member of the employee's household.
- 2.2.3 Employees are required to furnish medical documentation if the absence for an employee or his or her family member's medical condition is more than three consecutive working days per System Regulation *31.03.02 Sick Leave*. If medical certification is not provided, the time off will be reclassified as vacation. If vacation is not available, then the time will be treated as unpaid leave.
- 2.2.4 Supervisors may deny sick leave under certain circumstances such as non-emergency appointments after resignation notice but before the last day of work.

## 2.3 Using Sick Leave. Except as listed below the rules contained in System Regulation *31.03.02 Sick Leave* apply.

- 2.3.1 The practice of working at home in lieu of using sick leave is not authorized by state code or System regulation.
- 2.3.2 Faculty Members

Faculty members who earn sick leave are required to use their sick leave when they are absent for a qualifying reason during a normal workday for university employees. Faculty must also use sick leave when they miss time for a qualifying reason on a day when classes are not in session or when the faculty member has no classes scheduled if the day is a regular work day for university employees and, they are under a semester contract. The notification procedures in paragraph 2.2 apply.

### 2.3.3 Care for a family member out of the household

Visiting a sick relative in the hospital or at home does not qualify for sick leave.

### 2.4 Additional paid Sick Leave

The President may authorize additional paid sick leave in accordance with System Regulation *31.03.02 Sick Leave*, paragraph 8 if such sick leave is in the best interests of the university.

## 3. RECORD KEEPING

3.1 The Office of Human Resources is responsible for certification of an employee's sick leave record for state record keeping and/or inspection.

3.2 No medical information should be retained outside of Human Resources. Employees should limit the information provided to managers when reporting leave due to medical reasons. Employees need only report that they are out for personal illness or for FMLA reasons. Specifics about the illness should not be shared with the manager.

3.3 All eligible employees must submit their sick leave requests through Workday on Single Sign On. Employees are responsible for keeping track of their sick leave balances.

3.4 All supervisors are responsible for tracking their employees' use of sick leave to prevent abuse. Department level supervisors may authorize 'after-the-fact' - entries to reduce modifications to the system if the absence is known to the supervisor in advance.

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## Related Statutes, Policies, or Requirements

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[Texas Gov't Code Chapter 661](#)

[System Regulation \*31.03.02 Sick Leave\*](#)

[System Regulation \*31.03.04 Leave of Absence without Pay\*](#)

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## Contact Office

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Office of Human Resources  
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