

H. Sick/Medical Leave

1. A full-time employee will accrue sick leave equivalent to one day per month. Sick leave accrues during each payroll period the employee is actively at work (subject to certain exceptions noted in these policies).
2. Regular, part-time employees accrue pro-rated sick leave, based on the employee's regular-scheduled hours.
3. Accrued sick leave, when utilized, is paid at the employee's base rate of pay.
4. An employee shall not accrue sick leave for any payroll period when the amount of paid sick leave exceeds 50 percent of the employee's regular-scheduled hours.
5. Sick leave is not earned during periods of unpaid leave.
6. Employees can accumulate sick leave up to a maximum of 50% of their annual budgeted tour of duty. For example, an employee with a budgeted tour of duty of 2080 hours per year which translates to 40 hours per week for 12 months may accumulate 1040 hours of sick leave which is 50% of their budgeted tour of duty. Once the employee accrues the maximum number of hours allowed, based on their budgeted tour of duty, accruals cease until the balance falls below the maximum allowed hours.
7. It is the responsibility of the employee to notify the supervisor as soon as possible whenever the employee is unable to work. Unexcused absences or failure to report absences can result in loss of pay and/or disciplinary action. In addition, the employee should, if possible, give the supervisor some idea of how long the absence may be. If it is determined at a later date that there is a need for more time than originally expected, it is the employee's responsibility to keep the supervisor informed at all times. A physician's statement may be requested, following an absence of five or more consecutive work days. Absences in excess of five days must be reported to the Human Resource Department. Job-related physicals and other examinations that may be required after injury or illness are paid for by Bradley, are treated as confidential and remain the property of Bradley.
8. The following reasons qualify for paid sick leave or absence without pay when an employee's paid sick leave has been exhausted. The supervisor or the Human Resource Department can assist employees wishing to determine if their request qualifies for these reasons:
 - a. Sickness or injury of the employee or a member of the employee's immediate family.* The granting of a sick leave request for illness or injury of immediate family members (or an employee, if without pay) is not automatic. The situation should be discussed with the supervisor first. Supporting documentation for the request may be required, especially in the case of a member of the immediate family* who does not live in the same household.

* Immediate family shall include: brother, brother -in-law, child, daughter-in-law, father, father-in-law, grandchild, grandparent, grandparent-in-law, legal guardian, mother, mother-in-law, sister, sister-in-law, son-in-law, spouse and stepchild. Individuals who stood "in loco parentis" meaning they had day-to-day responsibilities to care for and financially supported the employee when the employee was a child are also included.

- b. Medical, dental or optical examinations or treatment of the employee or a member of the immediate family.*
 - c. Exposure of the employee to a contagious disease that could be transmitted to other employees.
 - d. Birth of a son or daughter of employee, and in order to care for such son or daughter.
 - e. Placement of a son or daughter with the employee for adoption or foster care.
9. Employees who are off work due to an on-the-job injury that qualifies for workers' compensation payments will receive supplemental pay from the University that is equal to the difference between the estimated, forthcoming workers' compensation payments and the employee's usual straight-time pay rate. These supplemental payments will terminate when they total the employee's current sick leave balance. They will not, however, be charged to sick leave.

When these payments are exhausted, the employee has the option of continuing to receive payments at the same rate, but chargeable to the sick leave balance or to receive workers' compensation payments only, thereby preserving the accumulated sick leave for future use. The employee must decide which option they wish to exercise at least one week prior to the expiration of the supplemental payments.

Because of the nature of the Workers' Compensation Act, it is expected that, in some cases, no compensation will be paid for the first three days of lost time, even though an on-the-job injury occurred. If this is the case, the University will pay the employee full compensation for that time. This payment will not be charged to sick leave.

- 10. Upon termination of employment, the employee may be paid for one-third of any accumulated sick leave provided the employee has completed a minimum of five years of continuous service. This payment will be included on the final payroll check on the regular-scheduled pay day.
- 11. If a paid holiday occurs within a period of paid sick leave, the holiday will not be charged as a sick day.
- 12. Employees with insufficient sick leave days are required to use all paid leave (vacation days, personal days and floating half-day) prior to granting an unpaid leave to cover a long period of illness or confinement for medical reasons. **However all sick leave must be used prior to using any other paid leave, i.e. vacation, personal, floating half-day.**
- 13. Under the Family and Medical Leave Act (FMLA), an unpaid medical leave of absence may be granted for an extended period of illness of an employee or a member of the employee's immediate family* upon the approval by the University. The employee must submit a written request to the Human Resource Department prior to the unpaid leave, and be accompanied by a completed Certification of Physician or Practitioner form, available in the Human Resource Department. This leave is not to exceed three months. However, it may be extended or renewed for additional periods, not to exceed a total of 12 months or length of active service, whichever is the lesser.

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