

Department of Chemistry Absence Management Policy

University Policies

Incidental Sick Time (IST):

- 12 sick days in fiscal year 2015 (9/1/15-8/31/16) and beyond
- Sick days are refreshed on a fiscal year basis with no accumulation for future use or payout.
- Employees must use vacation or personal floating holiday hours to cover sick time if IST allowance is depleted before fiscal year ends.

Extended Sick Time (EST):

- Employees are eligible for EST after six months of service. EST provides 100% of salary after a seven calendar day elimination period. Employees record IST for the work days included in the seven calendar day period. After seven calendar days, EST will be activated upon approval.

Long Term Disability (LTD):

- Core plan pays 50% of salary after a six month elimination period. There is no service or age requirement.
- New optional buy-up plan pays 60% of salary after a six month elimination period. There is no service or age requirement.

Exempt Staff Time Entry:

- Employees must enter time off and approve timesheet on a monthly basis (time sheet must be approved even if no time off is entered). The deadline for time entry is the 6th of the month; supervisor will approve time by the 12th of the month.

Physician's Visit:

- Visits to certified caregivers for treatment or checkups qualify for use of sick time. This use of paid sick time must be scheduled at a time least disruptive to department operations and requires supervisory approval. Documentation may be required.

Department of Chemistry Policies

Incidental Sick Time (IST):

- IST cannot be used to cover vacation time.
- Doctor's appointments must be scheduled in the morning or late afternoon at a time least disruptive to department operations. If you have to schedule a mid-morning or mid-day appointment and do not come to work before the appointment or return to work after the appointment, you must record vacation or PFH for those hours.

Notification Procedures:

- Staff members are to notify their faculty member(s) or supervisor at least one week in advance to request IST for doctors' appointments. Same day IST requests for doctors' visits will be approved on a case-by-case basis.
- Staff members are to notify their faculty member(s) or supervisor at least two weeks in advance if requesting vacation of three days or more. If vacation is less than 3 days, request should be made at least one week in advance. Same day vacation requests will not be approved.

Documentation:

- A supervisor may require documentation from an employee for any request for absence or absence taken.
- Scheduled IST and vacation time must be entered in the Outlook Chemistry Vacation Schedule Calendar.