Introduction

This policy specifies sick leave eligibility, accrual, and usage provisions.

Policy Statement

Eligibility

The following employee classifications are eligible for sick leave: faculty, continuous and term Professional and Scientific (P&S), permanent Merit, and pre/post doctoral appointments.

Accrual

Employees accrue sick leave credit at the rate of 12 hours per month for a full month of employment. Part-time employees accrue pro-rated sick leave based on their fractional appointments. There is no maximum accrual limit to sick leave hours.

Sick leave credits do not accrue during unpaid leave of absence. Sick leave credits continue to accrue during paid medically-related disability leave.

Separation from state employment shall cancel all unused accrued sick leave. If an employee is laid off, and is re-employed by any state department, board, agency, or commission within one year of the date of layoff, the employee's sick leave balance shall be restored.

As part of sick leave accrual, up to 40 hours per calendar year may be designated as emergency leave. Up to 40 hours of unused emergency leave can be carried over from the prior year for a maximum total in any one year of 80 hours (see Emergency Leave below).

Payout at Retirement or Death

Faculty and staff who retire at age 55 and older and have unused sick leave hours are eligible to receive a cash payment not to exceed $2,000 based upon their current rate of base pay and the amount of unused sick leave hours.
No individual may make more than one claim for the cash payment for accumulated, unused sick leave. Payment for unused sick leave will be provided for employees who die while in active employment and are 55 years of age or older at the time of death, up to the maximum of $2000.

Transfers from Agencies of the State of Iowa and Board of Regents Institutions

An employee who is transferred, promoted, or demoted from one position to another position within an agency of the State of Iowa, or within Board of Regents institutions, will not lose any accumulated sick leave credits if there is a lapse of 30 days or less between such positions.

Conversion of Sick Leave to Vacation Credit

Full-time or part-time employees who accrue vacation and have accumulated a minimum of 240 hours of sick leave credits may elect to convert sick leave to vacation for any month that no sick leave has been used. The conversion ratio is 12 hours sick leave for 4 hours of vacation for full-time employees; the conversion is pro-rated for part-time employees. Full-time employees may accrue a maximum of 12 days (96 hours) of vacation from sick leave conversion. For part-time employees the accrual maximum is pro-rated.

To elect conversion of sick leave to vacation credit, an employee must notify his/her department head or designee by the tenth day of the month following any calendar month in which there has been no sick leave used. An employee may also make a one-time election (in writing) to automatically convert sick leave for vacation leave each month the employee is eligible. The election will remain in effect until the employee notifies the employer (in writing) to terminate the original request.

Usage

Sick leave pay may be granted on satisfactory evidence of illness or injury presented to the employee's supervisor or department manager.

Employees who resign during a medically-related disability leave will be allowed pay for sick leave up to the effective date of resignation, or to the end of the accumulated sick leave entitlement, whichever occurs first.

Pregnancy Leave

The time during which an employee is unable to work because of disability or illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom will be covered under the provisions of the university's medically-related disability leave program. Under Chapter 216.6 (2) (e) of the Iowa Code, when leave is not available, a pregnant employee will be granted up to eight (8) weeks of unpaid leave with written verification by the treating medical provider that the pregnant employee is not able to reasonably perform her duties of employment.

Exhaustion of Accumulated Sick Leave

An employee who is incapacitated after exhausting all accumulated sick leave will be eligible to use accumulated vacation credits to extend their paid medically-related disability status. Employees who are still incapacitated after exhausting all accumulated sick leave and vacation time, may request to be placed on a medical leave without pay.

Other Use of Sick Leave Not Due to Employee’s Illness or Injury

Medical, Dental, and Optical Appointments

Routine medical, dental, and optical appointments should be scheduled outside working hours. When impractical, occasional absences for such reasons may be charged to sick leave.
Funeral, Pallbearer, Emergency Leave

An employing department will, when satisfied by evidence presented, grant an employee time off with pay as follows:

Funeral
Not to exceed three days for each occurrence in the case of death in employee's immediate family¹.

Pallbearer
Not to exceed one day for each occurrence for service as pallbearer at the funeral of a person not a member of the employee's immediate family¹.

Emergency
Not to exceed five days per calendar year (up to 40 hours for full time employees) plus prior year carryover hours, if available, for the care of and necessary attention to ill or injured members of the employee's immediate family¹ (see Accrual above).

All such time off will be charged to the employee's accrued sick leave and will not be granted in excess of the employee's accrued leave.

¹ For the purpose of this policy, immediate family is defined as and limited to the employee's spouse, children, grandchildren, foster children, step children, legal wards, parents, grandparents, foster parents, step parents, brothers, foster brothers, step brothers, sons-in-law, brothers-in-law, sisters, foster sisters, step sisters, sisters-in-law, daughters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse and other persons who are members of the employee's household.

Adoption Leave
A newly adoptive parent is entitled to five days paid leave chargeable to accrued sick leave as approved by the Board of Regents, 5/20/92.

Resources

Links
- Faculty Handbook, Section 4.5.3
- Sick Leave Payouts/Forms - Pooled Fringe Benefits
- Catastrophic Illness/Injury Policy
- Leave - Paid or Unpaid
- Family and Medical Leave Act
- University Human Resources (UHR)
- Payroll Office
- Iowa Code, 70A.1
- Iowa Code, 70A.23
- Iowa Code 216.6(2)(e)
- Board of Regents Policy Manual (RPM) - see §2.1.2.D