

# Sick Time Off

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Contact: [University Human Resources \(UHR\)](#)

## Contents

### [Introduction](#)

### [Policy Statement](#)

### [Eligibility](#)

### [Accrual](#)

### [Payout at Retirement or Death](#)

### [Transfers from Agencies of the State of Iowa and Board of Regents Institutions](#)

### [Conversion of Sick Time Off to Vacation Credit](#)

### [Usage](#)

### [Pregnancy Leave](#)

### [Exhaustion of Accumulated Sick Time Off](#)

### [Other Uses of Sick Time Off Not Due to Employee's Illness or Injury](#)

-Medical, Dental, and Optical Appointments

-Vaccinations

-Bereavement, Pallbearer, Emergency

-Adoption Time Off

### [Resources](#)

## Introduction

This policy specifies sick time off eligibility, accrual, and usage provisions.

## Policy Statement

### Eligibility

The following job family groups are eligible for sick time off: faculty, professional and scientific (P&S), merit, contract, and postdoc/trainee.

### Accrual

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

Sick time off does not accrue during unpaid times off, unpaid leaves of absence, or when receiving donated catastrophic leave donations. Sick time off continues to accrue during paid medically-related disability leave.

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

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

41 **Payout at Retirement or Death**

42 Faculty and staff who retire at age 55 and older and have unused accrued sick time off are eligible to  
43 receive cash payment not to exceed \$2,000 based upon their current rate of base pay and the  
44 amount of unused accrued sick time off. No individual will be eligible for payment greater than  
45 \$2,000 regardless of reemployment.

46 Unused accrued sick time off will be paid out to employees whose death occurs while in active  
47 employment and are 55 years of age or older at the time of death, up to the maximum of \$2,000.

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

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

52 **Conversion of Sick Time Off to Vacation Credit**

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

59 **Usage**

60 Sick time off may be granted to the tenth of an hour on satisfactory evidence of illness or injury  
61 presented to the employee's manager or delegate.

62 Consistent with the ISU Faculty Handbook regarding 9-month faculty responsibilities (see FH 3.1  
63 and 4.5.1), a medically-related absence involves sick time off usage for days when classes are in  
64 session (excluding university holidays, the week of Thanksgiving, and the week of spring break) and  
65 two days prior to the start of each semester.

66 Employees who separate during a medically-related disability leave will be allowed pay for sick time  
67 off up to the effective date of separation, or to the end of the accumulated sick time off entitlement,  
68 whichever occurs first.

69 **Pregnancy Leave**

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

76 **Exhaustion of Accumulated Sick Time Off**

77 An employee who is incapacitated after exhausting all accumulated sick time off will be eligible to  
78 use accumulated vacation time off to extend their paid medically-related disability status. Employees  
79 who remain incapacitated after exhausting all accumulated sick and vacation times off (including  
80 vacation credits), may request to be placed on a medical leave without pay.

81 **Other Uses of Sick Time Off Not Due to Employee's Illness or Injury**

82 **Medical, Dental, and Optical Appointments**

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

85 **Vaccinations**

86 Time off for the employee to receive their vaccination as well as for the employee to recover post-  
87 vaccination.

88 **Bereavement, Pallbearer, Emergency**

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

91 **Bereavement**

92 Not to exceed three days for each occurrence in the case of death in employee's immediate  
93 family<sup>1</sup>.

94  
95 **Pallbearer**

96 Not to exceed one day for each occurrence for service as pallbearer at the funeral of a person  
97 not a member of the employee's immediate family<sup>1</sup>.

98  
99 **Emergency**

100 Not to exceed five days per calendar year (up to 40 hours for full time employees) plus prior  
101 year carryover hours, if available, for the care of and necessary attention to ill or injured  
102 members of the employee's immediate family<sup>1</sup> (see Accrual above).

103 All such time off will decrement from the employee's accrued sick time off and will not be granted in  
104 excess of the employee's accrued time off balance.

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

111 **Adoption Time Off**

112 A newly adoptive parent is entitled to five days paid time off chargeable to accrued sick time off as  
113 approved by the Board of Regents, 5/20/92.

114 **Resources**

115 **Links**

- 116 • [Faculty Handbook §3.2 Appointment Policies](#)  
117 • [Faculty Handbook §4.5 Leave Policies](#)  
118 • [Time and Absence](#)  
119 • [Donated Leave for Catastrophic Illness](#)  
120 • [Family and Medical Leave Act](#)  
121 • [University Human Resources \(UHR\)](#)  
122 • [Payroll Office](#)

- 123 • [Iowa Code §70A.1, §70A.23, and §216.6\(2\)\(e\)](#)
- 124 • [Board of Regents Policy Manual \(RPM\) §2.1.2.D](#)