

## University Policy 2215: Family Medical Leave

### Procedure for Faculty under the Traditional Sick Leave Plan

#### A. 9-Month Instructional Faculty

- Under the FMLA, Faculty have the option to use traditional sick leave to cover their time away from work or for time away due to an eligible family member's health condition. Once an FMLA claim is approved, faculty must notify the LAU, supervisor, or Chair of which leave option they are requesting: sick leave or leave without pay (LWOP). The Chair will submit the request to their Dean's office for approval. The LAU will submit to HR a Faculty Transaction Form (FTF) placing the faculty member on sick leave with pay and benefits using the applicable number of sick leave days from the faculty member's available sick leave balance.
- If faculty do not have sufficient sick leave to cover the time out they may have a period of leave without pay (LWOP). LWOP may affect some benefits; faculty must contact a Benefits Administrator in HR & Payroll if they anticipate they will take LWOP.
- In cases of serious and extended illness, faculty may use their accumulated sick leave days to be placed on full or partial sick leave for a semester. If faculty are able to maintain their teaching, research, or service and administrative responsibilities, they may request partial sick leave and be released from some of those responsibilities, including release from teaching one course or from their entire teaching load. One semester is equal to 90 days of sick leave.
  - o Examples of how a full semester of sick leave should be reported:
    1. Work distribution is 75% teaching and 25% service: 67.5 days of sick leave would be used for teaching and 22.5 days of sick leave would be used for service.
    2. Work distribution is 30% teaching, 30% research and 40% service: 27 days would be used for teaching, 27 days for research and 36 days for service.

Faculty must work closely with their supervisor or LAU head to put a plan in place to optimally meet the needs of the faculty member and the department.

- Faculty must work with a HR & Payroll Benefits Administrator to provide the required Medical Certification for FMLA claim approval.

#### B. 12-Month Faculty (Instructional/Research and Administrative/Professional)

- In cases of serious and extended illness, faculty may use their accumulated sick leave days to be placed on full or intermittent leave. Employees who are able to work intermittently will continue to submit an electronic timesheet. All traditional sick leave used during this time will be counted toward FMLA time unless notified otherwise. If faculty must take sick leave under FMLA for an extended period of time, the electronic timesheet will be turned off and leave will be deducted manually by HR and Payroll.

- Faculty must work with a HR & Payroll Benefits Administrator to provide the required Medical Certification for FMLA claim approval.
- If faculty do not wish to use leave or do not have sufficient traditional sick leave, they may have a period of leave without pay (LWOP). LWOP may affect some benefits; faculty must contact a Benefits Administrator in HR & Payroll if they anticipate they will take LWOP.
- Annual leave may also be used if traditional sick leave has been depleted.

### C. Interaction with Tenure

For tenure track faculty, the tenure clock may be stopped as provided in Faculty Handbook section 2.7.3.2.