Policy 3104: Sick Leave

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EXECUTIVE SUMMARY

USU Policy 3104: Sick Leave
Category: Human Resources
Subcategory: Benefits
Covered Individuals: Benefit-Eligible Employees
Responsible Executive: VP and Chief of Staff
Policy Custodian: Office of HR, Sr. Assoc. VP for HR

BACKGROUND:

USU is updating the maternity/paternity section of this policy to be replaced with a Paid Parental Leave benefit for eligible employees.

KEY PROVISIONS OF THE NEW/REVISED POLICY:

This will include up to 6 weeks of paid leave (the 6 weeks would be in addition to any leave taken by the birth parent for recovery from the birth). This leave will run concurrently with FMLA where applicable.

We are making other minor adjustments to improve readability including updating “annual leave” to “vacation leave” throughout based on changes made to USU Policy 3100: Vacation Leave.

IMPLEMENTATION PLAN:

Leadership training and benefits orientation sessions will be updated to reflect this change in policy and process.

Publication of the revised Policy 3104 will adhere to the structured policy lifecycle defined in USU Policy 1001 and its associated procedures to promote consistency, transparency, and principles of shared governance.

Upon final approval, Policy 3104 will be published in the USU Policy Library to ensure accessibility to all University stakeholders. The Policy Office will disseminate announcements through official University channels, including an email listserv and the MyUSU portal. The Office of Human Resources will utilize current channels of communication (e.g., the Memo, training, website).

As outlined in USU Policy 1001, this policy will be reviewed on a 3-year cycle to continue to ensure USU remains in compliance. Additionally, feedback on Policy 3104 may be submitted on the USU Policy Office website at any time, regardless of the review cycle.

University Policy 3104: Sick Leave

Category: Human Resources

Subcategory: Benefits

Covered Individuals: Benefit-Eligible Employees

Responsible Executive: Vice President and Chief of Staff

Policy Custodian: Office of Human Resources, Sr. Associate Vice President for Human Resources

Last Revised: 2026/MM/DD

Previous USU Policy Number: 363

3104.1 PURPOSE AND SCOPE

Utah State University (USU or University) grants sick leave to employees due to personal illness, injury, incapacity, birth, adoption, or for the illness, injury, or incapacity of an employee's Family Member.

3104.2 POLICY

Benefit-eligible employees working on a fiscal- or academic-year base appointment at 50% time or greater are eligible for sick leave benefits. This Policy works in coordination with short-term disability, workers' compensation, the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act Amendments Act (ADAAA), and USU paid parental leave (see USU Policy 3105: Other Leave).

2.1 Sick Leave Accrual

Sick leave accrual begins on the effective date of the employee's university appointment. First month accruals will be prorated for any employee hired after the first of the month.

Full-time employees accrue sick leave at the rate of eight (8) hours per employed month. Eligible part-time employees accrue sick leave on a pro-rata basis.

Sick leave will not accrue while an employee is on leave without pay, special development leave, or sabbatical leave. Sick leave does accrue while an employee is on short-term disability. If an employee has exhausted all paid leaves and has need for additional sick leave, a supervisor may, at their discretion, approve up to an additional eighty (80) hours (resulting in a negative balance) of sick leave through the normal leave submittal and approval processes.

Sick leave can accrue to a maximum of 1,040 hours, which may be carried forward from one year to the next. Unused sick leave will not be paid to the employee when their employment ends.

An employee who leaves employment with the university and then is rehired within one (1) year in a benefit-eligible position will have their accrued sick leave restored.

2.2 Sick Leave Reporting

Employees should notify their supervisor as soon as practicable if they are not going to report to work. Requests for sick leave must be submitted no later than two (2) business days after the employee returns to duty. USU reserves the right to require substantiation of every illness charged to sick leave and/or

require a release to return to work from the employee's healthcare provider. If the employee is absent for more than three (3) days, certification from a healthcare provider may be required. Departments should work with the Office of Human Resources (HR) before making a request for a healthcare provider certification. HR will determine if a request is appropriate.

Exempt employees who are absent for less than four (4) hours in a day do not need to report sick leave; however, if they are absent four (4) or more hours in a day, actual hours taken should be reported.

Non-exempt employees report sick leave absences in 15-minute increments.

If the length of an employee's personal illness, injury, or disability, is more than the employee's accrued sick leave, the employee may use accumulated vacation leave or leave without pay under the FMLA in accordance with USU Policy 3101: Family and Medical Leave, provided the employee qualifies for FMLA.

If the personal illness, injury, or disability, extends beyond ten (10) working days, an employee covered by short-term disability insurance may apply for the benefits of that program. (See USU Policy 3108: Disability Insurance Programs and USU Policy 3109: Workers' Compensation).

2.3 Sick Leave Taken for Maternity/Paternity Situations

2.3.1 Birth Parent

A birth parent may use either up to six (6) weeks of accrued sick leave or short-term disability benefits, if eligible (see USU Policy 3108: Disability Insurance Programs), for recovery related to pregnancy and childbirth.

Additionally, an eligible birth parent may use Paid Parental Leave (PPL) in accordance with USU Policy 3105: Other Leave.

2.3.2 Non-birth Parent

An employee who is not a birth parent and is eligible for Paid Parental Leave (PPL) under USU Policy 3105: Other Leave may use PPL before using accrued sick leave. Following the exhaustion of PPL, the employee may use up to six (6) weeks of accrued sick leave for bonding purposes.

2.3.3 Family and Medical Leave Act (FMLA)

For eligible employees, leave taken under this Policy shall run concurrently with leave provided under FMLA.

2.4 Internal Transfer of Sick Leave

When an employee transfers from one department to another, any balance of accrued sick leave will transfer with the employee to their new department.

2.5 Sick Leave Conversion to Vacation Leave

If an employee ends a calendar year with a sick leave balance of at least 384 hours and has used less than 32 hours of sick leave in that calendar year, the employee is eligible to convert sick leave hours to vacation leave. The amount converted will be the total amount of sick leave used subtracted from 32. For example, if an eligible employee used six (6) hours of sick leave in the calendar year, 26 hours of sick leave would be converted to vacation leave (32 minus 6 hours taken = 26 hours converted). Hours are automatically converted for eligible employees. Converted sick leave counts toward the maximum vacation leave paid out at termination. (See USU Policy 3100: Vacation Leave, and Utah Board of Higher Education Policy R-821-4.4.3).

3104.3 RESPONSIBILITIES

3.1 Department Heads and Supervisors

Review employees' absences and/or requests for sick leave to ensure that this Policy is followed. Work with employees and HR to coordinate sick leave with other benefits.

3.2 Employees

Use absences appropriately and notify their supervisor when they cannot report to work. Provide documentation of an employee's absence charged to sick leave when requested.

3.3 Office of Human Resources

Advise and assist departments regarding this Policy and notify department leave managers of any conversion of unused sick leave.

3104.4 REFERENCES

- Short-Term Disability
- Family and Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)
- Utah Board of Higher Education R-821-4.4.3

3104.5 RELATED USU POLICIES

- Policy 3100: Vacation Leave
- Policy 3101: Family and Medical Leave
- Policy 3105: Other Leave
- Policy 3108: Disability Insurance Programs
- Policy 3109: Workers' Compensation

3104.6 DEFINITIONS

Family Member. For this Policy only, family members are defined as spouse, domestic partner, children (including adopted or stepchildren), and parents/parents-in-law.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the university president.

RESOURCES

Contacts

- Human Resources Solution Center, 435.797.0122

POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2026/MM/DD

Next scheduled review date: 2029/11/01

Previous revision dates: 1997/01/24, 1999/07/01, 2020/01/10

University Policy 3104: Sick Leave

Category: Human Resources

Subcategory: Benefits

Covered Individuals: Benefit- Eeligible Employees

Responsible Executive: Vice President for Finance and Administrative Servicesand Chief of Staff

Policy Custodian: Office of Human Resources, Sr. Associate Vice President for Human Resources

Last Revised: 2022/06/232026/MM/DD

Previous USU Policy Number: 363: Sick Leave

3104.1 PURPOSE AND SCOPE

The Utah State University (USU or University) grants sick leave to employees due to personal illness, injury, incapacity, birth, adoption or for the illness, injury, or incapacity of an employee's fFamily mMember (see Policy 3104.4 Definitions).

3104.2 POLICY

Benefit-eligible employees working on a fiscal- or academic- year base appointment at 50% time or greater are eligible for sick leave benefits. This Policy works in coordination with Short-Term Disability, Workers' Compensation, the Family and Medical Leave Act (FMLA), and the Americans with Disabilities Act Amendments Act (ADAAA), and USU Paid Parental Leave (See USU Policy 3105: Other Leave).

2.1 Sick Leave Accrual

Sick leave accrual begins on the effective date of the employee's Uuniversity appointment. First month accruals will be prorated for any employee hired after the first of the month.

Full-time employees accrue sick leave at the rate of eight (8) hours per employed month. Eligible part-time employees accrue sick leave on a pro-rata basis.

Sick leave will not accrue while an employee is on leave without pay, special development leave, or sabbatical leave. Sick leave does accrue while an employee is on short-term disability. If an employee has exhausted all paid leaves and has need for additional sick leave, a supervisor may, at his/her discretion, approve up to an additional eighty (80) hours (resulting in a negative balance) of sick leave through the normal leave submittal and approval processes.

Sick leave can accrue to a maximum of 1,040 hours, which may be carried forward from one year to the next. Unused sick leave will not be paid as a cash settlement to the employee when his/her employment ends.

An employee who leaves employment with the University and then is rehired within one (1) year in a benefit eligiblebenefit-eligible position will have his/her accrued sick leave restored.

2.2 Sick Leave Reporting

Employees should notify their supervisor as soon as practicable if they are not going to report to work. Requests for sick leave must be submitted no later than two (2) business days after the employee returns to duty. ~~The University~~USU reserves the right to require substantiation of every illness charged to sick leave and/or require a release to return to work from the employee's healthcare provider. If the employee is absent for more than three (3) days, ~~a~~ certificate~~ion~~ from a healthcare provider may be required. Departments should work with the Office of Human Resources (HR) before making a request for a healthcare provider certification. HR will determine if a request is appropriate.

Exempt employees who are absent for less than four (4) hours in a day do not need to report sick leave; however, if they are absent four (4) or more hours in a day, actual hours taken should be reported.

Non-exempt employees report sick leave absences in 15-minute increments.

If the length of an employee's illness, ~~the~~ disability, ~~illness,~~ or injury is longer than the employee's accrued sick leave, the employee may ~~annual use~~ accumulated ~~-~~vacation leave or leave without pay under the FMLA in accordance with ~~University~~ USU Policy 3101: Family and Medical Leave, provided the employee qualifies for FMLA.

If the illness, disability, ~~illness,~~ or injury extends beyond ten (10) working days, an employee covered by short-term disability insurance may apply for the benefits of that program. (See USU Policy 3108: Disability Insurance Programs).

2.3 Sick Leave Taken for Maternity/Paternity Situations

~~An employee who is the parent of a newborn or newly adopted child may take up to six weeks of accrued sick leave immediately following the birth or adoption of the child. A natural birth mother of a newborn child may take additional sick leave as directed by her physician. For eligible employees, FMLA will run concurrently with sick leave.~~

2.3.1 Birth Parent

A birth parent may use either up to six (6) weeks of accrued sick leave or short-term disability benefits, if eligible (see USU Policy 3108: Disability Insurance Programs), for recovery related to pregnancy and childbirth.

Additionally, an eligible birth parent may use Paid Parental Leave (PPL) in accordance with USU Policy 3105: Other Leave.

2.3.2 Non-birth Parent

An employee who is not a birth parent and is eligible for Paid Parental Leave (PPL) under USU Policy 3105: Other Leave may use PPL before using accrued sick leave. Following the exhaustion of PPL, the employee may use up to six (6) weeks of accrued sick leave for bonding purposes.

2.3.3 Family and Medical Leave Act (FMLA)

For eligible employees, leave taken under this Policy shall run concurrently with leave provided under FMLA.

2.4 Internal Transfer of Sick Leave

When an employee transfers from one department to another, any balance of accrued sick leave will transfer with the employee to their new department.

2.5 Sick Leave Conversion to ~~Annual~~ Vacation Leave

If an employee ends a calendar year with a sick leave balance of at least 384 hours and has used less than 32 hours of sick leave in that calendar year, the employee is eligible to convert sick leave hours to ~~annual~~ vacation leave. The amount converted will be the total amount of sick leave used subtracted from 32. For example, if an eligible employee used six (6) hours of sick leave in the calendar year, 26 hours of

sick leave would be converted to ~~annual~~ vacation leave (32 ~~–~~ minus 6 hours taken = 26 hours converted). Hours are automatically converted for eligible employees. Converted sick leave counts toward the maximum vacation leave paid out at termination. (See USU Policy 3100: Vacation Leave and USHE Policy R-821-4.4.3).

3104.3 ~~–~~RESPONSIBILIT~~Y~~IES

3.1 Department Heads and Supervisors

~~Responsible for r~~Review~~ing~~ employees' absences to ensure that this P~~p~~olicy is followed. ~~Responsible for w~~Work~~ing~~ with employees and HR to coordinate sick leave with other benefits.

3.2 Employees

~~Responsible for using~~Use absences appropriately and ~~for~~ notify~~ing~~ their supervisor when they cannot report to work. ~~Responsible for providing~~Provide documentation of an employee's absence charged to sick leave when requested.

3.3 Office of Human Resources

~~Responsible for advising~~Advise and assist~~ing~~ departments regarding this P~~p~~olicy and ~~for~~ notify~~ing~~ department leave managers of any conversion of unused sick leave.

3104.4 ~~–~~REFERENCES

- Short-Term Disability
- Workers' Compensation
- Family and Medical Leave Act (FMLA)
- Americans with Disabilities Act Amendments Act (ADAAA)
- Utah Board ~~System~~ of Higher Education R-821-4.4.3

3104.5 RELATED USU POLICIES

- USU Policy 3100: Vacation Leave
- USU Policy 3101: Family and Medical Leave
- USU Policy 3105: Other Leave
- USU Policy 3108: Disability Insurance Programs

3104.6 DEFINITIONS

~~6.1~~ Family Member

For ~~the purpose of~~ this P~~p~~olicy only, family members are defined as spouse, domestic partner, children (including adopted or stepchildren), and parents/parents-in-law.

Information below is not included as part of the contents of the official ~~P~~policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the university ~~P~~president~~, subject to review by the USU Policy Committee~~.

RESOURCES

Procedures

- None

Guidance

- None

Related Forms and Tools

- None

Contacts

- Human Resources Solution Center, hr@usu.edu, (435) 797-0122

POLICY HISTORY

Original issue date: 1997/01/24

Last review date: ~~2020/01/10~~2026/

Next scheduled review date: 2029/11/01

Previous revision dates: 1997/01/24, 1999/07/01, 2020/01/10

University Policy 3104: Sick Leave

Category: Human Resources
Subcategory: Benefits
Covered Individuals: Benefit Eligible Employees
Responsible Executive: Vice President for Finance and Administrative Services
Policy Custodian: Office of Human Resources, Associate Vice President for Human Resources
Last Revised: 2022/06/23
Previous USU Policy Number: 363: Sick Leave

3104.1 PURPOSE AND SCOPE

The University grants sick leave to employees due to personal illness, injury, incapacity, birth, adoption; or for the illness, injury, or incapacity of an employee's family member (see Policy 3104.4 Definitions).

3104.2 POLICY

Benefit eligible employees working on a fiscal or academic year base appointment at 50% time or greater are eligible for sick leave benefits. This policy works in coordination with Short-Term Disability, Workers' Compensation, the Family and Medical Leave Act (FMLA), and the Americans with Disabilities Act Amendments Act (ADAAA).

2.1 Sick Leave Accrual

Sick leave accrual begins on the effective date of the employee's University appointment. First month accruals will be prorated for any employee hired after the first of the month.

Full-time employees accrue sick leave at the rate of 8 hours per employed month. Eligible part-time employees accrue sick leave on a pro-rata basis.

Sick leave will not accrue while an employee is on leave without pay, special development leave, or sabbatical leave. Sick leave does accrue while an employee is on short-term disability. If an employee has exhausted all paid leaves and has need for additional sick leave, a supervisor may, at his/her discretion, approve up to an additional 80 hours (resulting in a negative balance) of sick leave through the normal leave submittal and approval processes.

Sick leave can accrue to a maximum of 1,040 hours which may be carried from one year to the next. Unused sick leave will not be paid as a cash settlement to the employee when his/her employment ends.

An employee who leaves employment with the University and then is rehired within one year in a benefit eligible position will have his/her accrued sick leave restored.

2.2 Sick Leave Reporting

Employees should notify their supervisor as soon as practicable if they are not going to report to work. Requests for sick leave must be submitted no later than two business days after the employee returns to duty. The University reserves the right to require substantiation of every illness charged to sick leave and/or require a release to return to work from the employee's

healthcare provider. If the employee is absent for more than three days, a certificate from a healthcare provider may be required. Departments should work with the Office of Human Resources before making a request for a healthcare provider certification. Human Resources will determine if a request is appropriate.

Exempt employees who are absent for less than 4 hours in a day do not need to report sick leave; however, if they are absent 4 or more hours in a day, actual hours taken should be reported.

Non-exempt employees report sick leave absences in 15-minute increments.

If the length of the disability, illness, or injury is longer than the employee's accrued sick leave, the employee may use accumulated annual leave or leave without pay under the FMLA in accordance with University Policy 3101: Family and Medical Leave, provided the employee qualifies for FMLA.

If the disability, illness, or injury extends beyond 10 working days, an employee covered by short-term disability insurance may apply for the benefits of that program. (See Policy 3108: Disability Insurance Programs).

2.3 Sick Leave Taken for Maternity/Paternity Situations

An employee who is the parent of a newborn or newly adopted child may take up to six weeks of accrued sick leave immediately following the birth or adoption of the child. A natural birth mother of a newborn child may take additional sick leave as directed by her physician. For eligible employees, FMLA will run concurrently with sick leave.

2.4 Internal Transfer of Sick Leave

When an employee transfers from one department to another, any balance of accrued sick leave will transfer with the employee to their new department.

2.5 Sick Leave Conversion to Annual Leave

If an employee ends a calendar year with a sick leave balance of at least 384 hours and has used less than 32 hours of sick leave in that calendar year, the employee is eligible to convert sick leave hours to annual leave. The amount converted will be the total amount of sick leave used subtracted from 32. For example, if an eligible employee used 6 hours of sick leave in the calendar year, 26 hours of sick leave would be converted to annual leave (32 – 6 hours taken = 26 hours converted). Hours are automatically converted for eligible employees.

3104.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible for reviewing employees' absences to ensure that this policy is followed. Responsible for working with employees and Human Resources to coordinate sick leave with other benefits.

3.2 Employees

Responsible for using absences appropriately and for notifying their supervisor when they cannot report to work. Responsible for providing documentation of an absence charged to sick leave when requested.

3.3 Office of Human Resources

Responsible for advising and assisting departments regarding this policy and for notifying department leave managers of any conversion of unused sick leave.

3104.4 DEFINITIONS

4.1 Family Member

For the purpose of this policy, family members are defined as spouse, domestic partner, children (including adopted or stepchildren), and parents/parents-in-law.

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RESOURCES

Procedures

- None

Guidance

- None

Related Forms and Tools

- None

Contacts

- Human Resources Solution Center, hr@usu.edu, (435) 797-0122

POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2020/01/10

Next scheduled review date:

Previous revision dates: 1999/07/01, 2020/01/10