

**BUTLER UNIVERSITY
POLICY & PROCEDURE**

POLICY NAME: Sick Pay	POLICY NUMBER:
SCOPE: Staff Members	DEPARTMENT: Human Resources Management & Development
EFFECTIVE DATE: June 1, 2000 APPROVED BY:	REV. DATE: April 6, 2000

POLICY:

Sick pay is provided to employees as potential financial protection for their personal incidental illnesses or injuries, until they can return to work or until they become eligible for other disability plans.

PROCEDURE:

Eligibility

All regular nine, ten, eleven and twelve month full-time employees are eligible to participate in the Sick Pay program. Sick pay is not available to part-time and temporary staff members.

Benefit Level

All eligible employees will have five (5) days (to a maximum of 40 hours) of sick time available per fiscal year (June 1 to May 31). New employees hired within the fiscal year will receive a pro-rated amount based upon the month hired. If start date is between June 1st and July 20th - 5 days; between July 21st and September 20th - 4 days; between September 21st and November 20th - 3 days; between November 21st and January 20th - 2 days; between January 21st and March 20th - 1 day; after March 20th - 0 days.

Authorization and Scheduling

Sick pay is granted for personal illness, maternity or other personal disabilities. Sick pay is not granted for routine medical or dental appointments/examinations, vacations, holidays or family illnesses. All sick pay must be approved by your Supervisor. Sick pay time is not considered in determining overtime. If you become ill during a scheduled vacation, you will be paid from your eligible vacation benefit.

Sick leave or absences of three (3) days (or twenty-four hours) in length will require a physician's release stating the employee's ability to safely return to work doing the essential functions of the position. Employees are also required to contact Organizational Development for all absences of three days or longer to complete additional paperwork.

You may receive benefits from only one benefit program (sick pay, Worker's Compensation, Short Term Disability or Long Term Disability) at a time. As previously mentioned, the sick pay benefit is available while you are actually employed with Butler University, therefore, unused sick time is not paid out at the time of termination.

Sick pay may be utilized retroactively during a worker's compensation leave for the first seven (7) days, if the employee returns to work prior to being off twenty-one (21) days.