THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources and Affirmative Action	**Number:**	201.11-1
		Revised:	8/7/98
SUBJECT:	Sick Leave Plan	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:	Instructional Staff, Primary Research, Primary Librarians and Primary Curators		
ISSUED BY:	Human Resources and Affirmative Action		

I. Policy

The University, consistent with its needs and requirements, desires to minimize the compensation loss of its staff members during certain periods of absence from work due to personal illness, injury or preventive medical or dental care which is either unavoidable or in the best interest of the University and its staff members.

II. Regulations and Eligibility

In the event of accident or sickness rendering a member of the instructional staff incapable of performing duties, applications may be made to the President or designated representative for sick leave privileges. The duties of the staff member shall be cared for without additional funding to the staff member's school or college.

A. Eligibility and Compensation

1. Regular instructional, primary and clinical track II staff members with less than two years of service are eligible for sick leave at their regular rate of pay during incapacity not to exceed three calendar weeks annually.

2. Any regular instructional (i.e., professor, associate professor, assistant professor, instructor or lecturer) or regular primary (i.e., assistant research scientist, associate research scientist, research scientist, research investigator, senior associate research scientist, senior research scientist assistant curator, associate curator, curator, assistant librarian, associate librarian, senior associate librarian, librarian) and clinical track II staff members who has been a member of the University staff for two years or more, may apply for sick leave income during incapacity but not exceeding one-half year of leave at the individual's regular income, and, thereafter, one-half year of leave at one-half the individual's regular income.

3. Any professor, associate professor, research scientist, associate research scientist, senior associate research scientist, senior research scientist librarian, senior associate librarian, curator, or associate curator who has been a staff member for ten years or more may apply for sick leave income during incapacity but not exceeding one year of leave at the individual's regular income, and thereafter, one year of leave at one-half the individual's regular income.

4. In the event of successive periods of incapacity, a total of not more than the foregoing maxima will be allowed in any five year period.

5. Supplemental instructional staff members are eligible for sick leave income during incapacity not to exceed three calendar weeks annually.

B. Initial Period of Illness

The first three calendar weeks of incapacity on account of accident or illness shall not be included in computing the maximum allowable under (II, A, 2 and 3) above. In each instance of incapacity in excess of three calendar weeks, application shall be made stating facts and with documentation, requesting the additional sick leave. (See Procedures III)

C. Incapacity

The term "incapacity" means temporary total inability to perform University duties, with the likelihood of restoration to full capacity for services. Cases of temporary partial or permanent partial incapacity are not included but each such case shall be subject to special action by the President or designated representative providing for a part-time appointment or making such other adjustment as the circumstances may indicate.

D. Worker's Compensation

When a staff member receives a Worker's Compensation benefit, including any dependency allowance, for time lost from work, the payment for sick leave shall be the difference between regular income and Worker's Compensation insurance payments.

E. Vacation

When a staff member meets the sick leave eligibility requirements while on vacation, the individual has not lost time from regular work and is therefore not eligible for sick leave income under this plan except for certain unusual circumstances (e.g., hospitalization). Under such circumstances the staff member may request that he not be charged with vacation but that it be considered as sick leave income. Such a request is subject to approval of the Chair, Dean and the Office of the Executive Vice President for Academic Affairs.

F. Pregnancy

When a staff member loses time from regular work because of incapacity caused or contributed to by pregnancy, miscarriage, abortion, or childbirth, she may use the sick leave plan during the period of incapacity.

G. Exclusions

No income is payable if incapacity results from war, insurrection, rebellion, participation in a riot, or civil commotion, engaging in any criminal act or intentionally self-inflicted injury or illness or working for an employer other than the University. No income is payable during a leave of absence without salary.

H. Doubtful Eligibility

Evidence acceptable to the University may be required at any time as a condition for qualifying for sick leave income. A statement from a staff member's physician, may be required. Examination by a physician, designated by the University, and at the University's expense, may be required at any time.

I. Records

A complete, accurate report of sick leave absence is essential and should be maintained by the department or other designated office. Accurate record keeping of sick leave absence provides basis of possible income tax exemption for the staff member.

J. Transfers

A staff member transferred from a non-instructional regular staff appointment to a regular instructional appointment will be eligible for the regular instructional staff sick leave plan based on the length of service with the University as a regular staff member. Staff members transferred from an instructional appointment will adopt the sick leave plan of the new position.

K. Terminations

Eligibility for sick leave ceases on the effective date of a termination (i.e., the last day of work). A staff member who is ill on, or immediately prior to, a previously determined termination date is eligible for sick leave income through the previously determined termination date.

L. Return to Work

Insofar as possible while maintaining orderly and efficient operations of the unit concerned, the position of the incapacitated staff member will be held for his return.

M. Use of Vacation Time

At the request of the staff member, an absence covered by this plan may be charged against the individual's vacation time (if any) after available time under the plan is exhausted.

N. Time Off Without Pay

If a staff member is absent from work beyond sick leave and vacation benefit availability, the Chair may provide excused time off without pay for a period of time not to exceed three calendar weeks. Longer absences must be in accordance with the Leaves of Absences Without Salary SPG 201.30-1.

O. Continuation of Benefit Plans

1. For each month the staff member receives full pay under this plan, deductions and contribution practices will be the same as when actively working.

2. For each calendar month in which the only pay received is half normal salary pay under this plan, the University's and the staff member's share of contributions to the Retirement, Group Life Insurance, and Health Insurance programs in which the staff member participated at the time of sickness or injury and at the level provided by salary at the time of sickness or injury will continue based on one-half salary. Eligibility for Health and Life Insurance will continue even when the one-half pay reflects less than a fifty percent (50%) appointment. Vacation time accrued during each calendar month when only 50% pay is received may be used to extend the number of days available at 50% pay, if the disability has continued without a return to work.

III. Procedure

RESPONSIBILITY	ACTION
A. Request for extended Sick Leave and reporting of	
Staff Member	1. Submit written request for leave with appropriate supporting document (e.g., physician's letter) to Chair or Supervisor, if incapacity exceeds three calendar weeks.
Department	2. Review request to determine eligibility and appropriateness of request.
	3. If approved, complete Appointment Change Request Form (36701) beginning and ending date (when known) of extended sick leave.
	4. Send Form 36701, the formal request and supporting documents through normal channels to the main campus Faculty & Staff Records Office.
Faculty & Staff Records	5. Review leave request and supporting documents for conformity to policy and regulations.
	6. If approved, complete processing of Form 36701 and distribute appropriate notice to departments and staff member.

B. Return from Leave When Return Date Unknown At The Time Of Original Report

Responsibility	Action
Staff Member	1. Notify Chair or Supervisor of intent to return to work at an appropriate time prior to actual return date. Provide medical release from physician.
Department	2. Prepare Form 36701 placing staff member on active status. Indicate on Form 36701 date staff member returned from sick leave.
	3. Send Form 36701 through appropriate channels to main campus Faculty & Staff Records Office.
Faculty & Staff Records	4. Process Form 36701 and distribute notice to appropriate departments and staff members.

For current procedures relating to this SPG, refer to Attachment 201.11-1. Procedures are issued by Human Resources and Affirmative Action Administration, and HRAA retains the authority to revise them as necessary. Inquiries should be directed to HRAA