

FACT SHEET

Sick Leave of Absence

1. Sick Leave is utilized when an employee requires the use of five or more consecutive sick days for a serious health condition for themselves or an immediate family member.
2. Requested leaves will be considered for eligible employees and will not be unreasonably denied.
3. Employee is required to submit appropriate medical documentation as well as a Sick Leave of Absence Request Form.
4. Approved leaves may be with or without pay.
5. When Sick Leave is without pay, the employee is responsible for paying:
 - a. The monthly benefit premium for health and dental benefits for the first three months of leave.
 - b. The full cost of health and prescription benefits, payable at the beginning each month if the leave is approved beyond three months. Dental benefits voluntarily continued through COBRA.
6. The University is not responsible for the employee's share of health insurance premiums while they are on a leave of absence without pay.
7. No contributions to pension are made while employee is on leave without pay. Employee may purchase service credits upon return to work.
8. Life insurance benefits may be affected. If on paid leave, life insurance benefits will continue. If on unpaid leave of absence, life insurance benefits will cease. You may convert policy (must contact Prudential at 1-800-262-1112).
9. Employee must contact Human Resources for an appointment with a Benefits representative.
10. On the actual day that you are scheduled to return to work, you are required to bring to Human Resources documentation from a medical professional regarding your ability to return to work. If such documentation is not received, your return to work may be delayed until the documentation is provided.