

**SUBPART 6-7
PAID DAYS OFF
SICK TIME, SHORT TERM DISABILITY, PERSONAL DAYS,
FUNERAL/BEREAVEMENT DAYS, JURY DUTY, VACATION, HOLIDAYS,
AND PAID MILITARY DUTY**

Sec. 6-700. Statement of Principle. The University provides various benefits to its full-time employees to allow them to take time off from their work duties. The President, or his/her designee, shall develop policy and procedures regarding the accumulation, use and other administrative consideration of these benefits. The collective bargaining unit agreement will define the benefit for employees covered under the terms of such agreement.

Cross Reference:

Human Resources Policies and Procedures, *Funeral/Bereavement Days*

Human Resources Policies and Procedures, *Holidays with Pay*

Human Resources Policies and Procedures, *Sick Time and Short Term Disability (STD)*

Human Resources Policies and Procedures, *Paid Personal Days*

Human Resources Policies and Procedures, *Vacation*

Human Resources Policies and Procedures, *Jury Duty*

Human Resources Policies and Procedures, *Jury Duty Pay*

Human Resources Policies and Procedures, *Military Duty Pay*

Sec. 6-701. Accrual and Use of Sick Time, and Short Term Disability

All continuing full-time employees are covered under one of the two University sick leave programs.

- (1) Non-bargaining unit employees hired on or after July 1, 2001, and bargaining unit employees who are covered under the terms of a collective bargaining unit agreement which provides for this coverage, are covered under the terms and conditions of the Temporary Disability Income Continuation Plan, referred to as the Short Term Disability (STD) program.
- (2) Non-bargaining unit employees hired prior to July 1, 2001, and bargaining unit employees who are covered under the terms of a collective bargaining unit agreement which provides for this coverage, have the option to be covered under a sick leave accrual program, earning 4.00 hours of sick leave each 80-hour pay period, or be covered under the STD program. Sick leave accrual (for those under this benefit option) will be pro-rated if the employee is paid for less than the normal 80 hours per pay period. Non-

bargaining unit employees who are covered under the sick accrual system have the irrevocable option to opt out of the accrual system and into the STD program during an annual benefit open enrollment period.

Sick leave coverage for bargaining unit employees is controlled by the respective bargaining unit agreements.

Cross Reference:

Human Resources Policies and Procedures, *Sick Time and Short Term Disability (STD)*

Sec. 6-702. Advancement of Paid Sick Time. The President is authorized to approve advancement of up to one year's accrual of sick time in instances of critical illness or injury. An additional year's credit may be advanced by the President, if it is probable that the employee will return to employment of the University upon recovery.

Cross Reference:

Human Resources Policies and Procedures, *Sick Time and Short Term Disability (STD)*

Sec. 6-703. Paid Personal Days. After six (6) months of continuous full-time employment and annually thereafter effective each fiscal year, starting July 1, continuing full-time non-bargaining unit employees are eligible to request up to two (2) days paid personal time. One personal day will be considered a day off with pay, not charged against the employee's accumulated sick time. The second personal day will be charged against accumulated sick time and can only be requested if the employee has the required sick leave time accrued.

Cross Reference:

Human Resources Policies and Procedures, *Paid Personal Days*

Sec. 6-704. Funeral/Bereavement Days. Non-bargaining unit, continuing full-time employees may be granted up to four (4) consecutive business days of paid leave to attend funeral/memorial services in the event of the death of a designated member of the immediate family and up to one day off to attend the funeral/memorial service of other designated individuals or family members. If the funeral/memorial service is to take place more than 300 miles from the employee's residence, an additional day may be granted for travel time.

Cross Reference:

Human Resources Policies and Procedures, *Funeral/Bereavement Days*

Sec. 6-705. Vacation. Full-time employees are eligible for paid vacation leave. Full-time non-bargaining unit employees will accrue up to one hundred and sixty (160) hours per year, equivalent to six and fifteen hundredths (6.15) hours per biweekly pay period as vacation time provided the employee is paid for 80 hours. Applicable collective bargaining unit agreements will define full-time vacation accrual and procedures for covered employees. Vacation time will be prorated if employee is paid for less than 80 hours in a pay period.

Cross Reference:

Human Resources Policies and Procedures, *Vacation*

Sec. 6-706. Holidays With Pay. Following ten (10) days of work, full-time non-bargaining unit employees shall receive the following holidays with pay, providing that the holiday occurs during their appointment period: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Additional paid holiday leave time may be considered and granted by the President provided that such additional time shall not exceed four (4) working days in any fiscal year. In order to receive a paid holiday, employees must work or take an authorized paid benefit day on their last scheduled work day before the holiday and their next scheduled work day after the holiday.

Cross Reference:

Human Resources Policies and Procedures, *Holidays with Pay*

Sec. 6-707. Jury Duty: This section shall apply to non-temporary, full-time employees. An employee on jury duty will be paid the difference between the pay received for jury duty and pay regularly received for normally scheduled hours. Employee benefits will continue to accrue while the employee is on jury leave except as otherwise required by law.

Cross Reference:

Human Resources Policies and Procedures, *Jury Duty*

Human Resources Policies and Procedures, *Jury Duty Pay*

Sec. 6-708. Military Duty Pay: Full-time non-temporary employees who are called to active military duty (not on a voluntary enlistment or not as a volunteer for service basis) will be eligible for Military Duty Pay equal to the difference between their military pay and their base Ferris pay for a period not to exceed ninety (90) days. When receiving Military Duty Pay, the University shall continue its normal contributions to insurance and other fringe benefits.

Cross Reference:

Sec. 6-001. Definitions.

Human Resources Policies and Procedures, *Military Duty Pay*

Prior Board Action:

May 16, 1994.

July 13, 2001.

Entire Subpart 6-7 included in October 19, 2001 Codification, Phase I.

Entire Subpart 6-7 included in October 22, 2004 Codification, Phase II.