

OLD DOMINION UNIVERSITY
SICK LEAVE REPORTING PROCEDURE FOR 10-MONTH TEACHING AND
RESEARCH FACULTY AND 12-MONTH TEACHING AND RESEARCH FACULTY
NOT ELIGIBLE FOR ANNUAL LEAVE

State agencies are public institutions supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers, to whom they are accountable for using public funds effectively. Therefore, it is the policy of the Commonwealth that employees are not paid for time that they do not work, except when using appropriate leave time as set forth in policy by the University.

The following procedures apply to full-time teaching and research faculty on ten-month contracts covered under the University's Sick Leave Policy, and full-time teaching and research faculty on twelve-month contracts, not eligible for annual leave, covered under the University's Sick Leave Policy. These are 12-month faculty with an administrative work load of less than 25 percent of their total duties and responsibilities. (The applicable Banner Leave Categories are R1 and T1)

SICK LEAVE REPORTING PROCEDURE

1. A maximum of six months of sick leave (125 days/1000 hours) is extended to faculty during those months normally covered by appointment or contract.
2. Sick leave is to be reported in ½ day or whole day increments.
3. The Budget Unit Director or Chair will complete, on a monthly basis, the Faculty Sick Leave Report, and is responsible for monitoring compliance with the University's Sick Leave Policy and ensuring the accurate reporting of sick leave taken.
4. The leave report will be submitted to the appropriate dean or director for recordkeeping purposes. Leave reports are subject to audit.
5. The dean or director is responsible for monitoring compliance with university policy and procedures and ensuring the monthly submission of each department's leave report for their respective areas.
6. Sick leave is subject to verification. Faculty members with a history of frequent and/or prolonged illness may be asked to provide a health care provider's certification. A faculty member must comply with a management request for verification of the need to use sick leave. Extended absences (5 workdays or more) due to illness should be discussed with the Director of Human Resources because of the requirements of the Family Medical Leave Act (FMLA). Please refer to the University's Family and Medical Leave Act Policy.
7. Six days of sick leave per contract year may be used for an illness or death in the faculty member's immediate family. Immediate family includes parents, stepparents, spouse, children, stepchildren, siblings, stepbrothers and sisters, and any relative living in the faculty member's home.

Effective June 10, 2008