

FACULTY SICK LEAVE AND PERSONAL DAYS

Full time "line" (employees with benefits) faculty accrue 4 hours of sick leave for each full bi-weekly pay period (10 days) they work. If you work less than full time, your hours are pro-rated.

You must accrue the leave hours before you can take them.

Sick leave hours are cumulative and do carry over to subsequent school years.

Reasons for use of sick leave are listed in your collective bargaining agreement.

Per the Collective Bargaining Agreement, Section 17.12 - FAUS Personal Leave Days: An FAUS employee may be granted five (5) days (non-cumulative) of leave per year for emergencies or for other personal reasons. The first day of leave per year for emergencies or for other personal reasons will not be charged to any of the employee's leave balances. The remaining four days, if needed and used, shall be taken from sick leave. Except in the case of emergency, the employee shall provide at least one week notice of the intended leave. Such leave shall not be used on the day immediately preceding or following a holiday. Employees shall not be required to give reasons for personal leave, except that the leave is for personal reasons.

Holidays, in connection with the use of personal days, are:

- New Year's Day.
- Birthday of Martin Luther King, Jr., third Monday in January.
- Memorial Day.
- Independence Day.
- Labor Day.
- Veterans' Day, November 11
- Thanksgiving Day.
- Friday after Thanksgiving.
- Christmas Day.

Personal days are not cumulative and do not carry over to subsequent school years.

When you submit your leave request (FAUS internal form) for use of planned sick or personal days, please indicate which of your 5 personal days you are using, ex. 1/5, 2/5, etc. This form should be placed in Iris Bernstein's mailbox. After Dr. Ferguson approves your request, a substitute will be arranged to cover your classes, if applicable. Please submit your request at least five (5) days before your expected absence, except for medical emergencies/unplanned sick time.

You also are required to submit an FAU Leave Request/Approval Form. This is an official FAU form and is subject to audit. You **DO NOT** need to complete this form when you attend conferences, meetings, or any other school-related function. You complete this form when you are using time from your accumulated sick leave hours. This form should be attached to the FAUS internal leave request form. It will be forwarded to me for input to the payroll system. When use of sick leave is not planned, please complete the FAU Leave Request Form as soon as you return and place it in the in-box located outside Iris Bernstein's office door.

(OVER)

Things you need to know to complete the FAU form:

- The ID NO. is your Z number. This number can be found on your pay stub, also known as your Direct Deposit Remittance.
- Faculty will only use Code 180 Sick Leave unless you do not have enough hours accrued.
- Use Code 420 if you do not have enough hours. This code is for unpaid leave.
- Your available sick leave hours are shown on your pay stub. You can also see this information by logging on to MyFAU.
- Sick leave hours are taken in increments of 15 minutes or more.
- 15 min = .25, 30 min = .50, 45 min = .75 (for payroll input purposes)
- Enter your personal leave days on the sick leave (Code 180) line. Please indicate which of your 5 personal days you are using.
- Remember to enter the Actual Dates and Time of Leave in the center section of the form. Time of leave is used for partial days. If, for example, you leave at 2:30 on September 28th for a doctor's appointment, you will enter 1 hour for code 180, and 2:30 -3:30 for time of leave in the center portion of the form, next to the date of your leave, 9/28/11.
- Sign and date the form. Ms. Bernstein will obtain Dr. Ferguson's signature. (FAU form only)
- Attach it to the FAUS internal leave request form.

Please Email ibernst1@fau.edu if you have any questions.

Thank you for your cooperation.