



SAINT LOUIS UNIVERSITY

STAFF SICK

Upon separation, unused sick leave cannot be used as necessary notice for resignation. Unused sick leave is not paid upon separation but will be reinstated to a staff member's sick leave balance if the individual returns to Saint Louis University within one year of the separation date.

7.0 PROCEDURES

7.1 Eligibility

Full-time regular staff members accrue sick days at the rate of 13 days per year. Part-time regular staff members who work 40 hours per pay period or more or are .5 FTE or higher are entitled to 13 days per year. Part-time regular staff members who work fewer than 40 hours per pay period or are less than .5 FTE are entitled to a prorated amount of sick days based on the number of hours worked in a pay period. The rate is .05 hours of sick time for each hour worked. Sick days may be carried over from one year to the next.

commence. If the personal leave is necessitated by an emergency, the employee or a member of his/her immediate family must notify the supervisor as soon as it is practical; this should be followed up with a written explanation of the nature of the leave and the expected length of absence. In such an emergency situation the written explanation must normally be submitted within three days of the beginning of the leave.

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All medical requests must be accompanied by appropriate medical certification from a physician indicating the condition necessitating the leave request, the desired beginning date of absence and the projected date of return to work. If the leave request is for a medical condition, the employee must provide a written explanation of the nature of the leave and the expected length of absence.