Prior Paid Absence Policy (ended May 31, 2015)

**Annual:** All full-time support staff employees with three (3) months or more of service shall be provided with a paid absence allowance of one (1) day for each month of service computed from the date of employment to a maximum of twelve (12) days per calendar year. Up to ten (10) days of the allowance are designated as sick days while the other two days may be used as personal days.

**Accumulation:** Unused sick days may be carried from year to year to provide protection from possible future long-term illness. Upon the accumulation of fifty (50) days of unused sick days in the employee's account, the employee may request in writing to the Human Resources Office by December 1, that the unused portion of the current years allowance (10 days per year) be paid in a lump sum payment. In general, unused allowances so accumulated beyond the current year's allowance are intended to be used for longer absence as distinguished from single day absence. Payment for absences is provided to support staff employees as "insurance" against wage loss during time of illness. Unused allowance will not be paid where employment is terminated for reasons of resignation, layoff or discharge.

All full-time faculty, senior administration, professional research and administrative/professional employees are eligible for medical leaves of absence with full base pay not to exceed twenty-six (26) weeks for any one period of disability. Stevens must be presented medical evidence that the employee is unable to perform duties for medical reasons. Temporary disability benefits to employees must be assigned to Stevens for the period in which the employee receives full salary payments.

**Religious/Personal:** Religious holidays and absences for personal reasons approved in advance by the Department Head shall be charged to the support staff member's paid absence allowance or vacation time.

**Medical Statement:** Stevens reserves the right to stop payment for the first day of absence if a pattern of excessive single day absences develops. It also reserves the right to request a medical statement attesting to an illness and the duration if the situation warrants such a request.

**Death in the Family:** In the event of a death in the immediate family of a regular full-time employee, payment will be made for lost days of work resulting from personal participation in the period of bereavement, prior to and including the day of the funeral, to a maximum of three (3) days. Immediate family is defined as spouse, children, parent, brothers, sisters, parents-in-law, grandparents, and grandchildren. Absences paid under this policy will not be charged to the allowance established under the basic paid absence policy.

**Permanent Part-Time Staff:** All permanent part-time support staff working 20 hours per week with (3) months or more of service shall be provided with a paid absence allowance of half day (1/2) for each month of service computed from the date of employment to a maximum of six (6) days per calendar year.