**Sick Leave**

**Staff:**

**Annual Allotment:** All full-time staff will be credited twelve (12) sick days annually on January 1. Regular part-time staff will be credited six (6) part-time equivalent sick days annually on January 1. Sick days will be prorated based on an employee’s start-date.

**Use of Sick Days:** Sick days are to be used for staff illness or injury or other medical consultation or treatment only, provided that full-time staff may use up to four (4) of these days per year to care for a sick or injured child, parent, spouse, civil union partner or domestic partner.

**Accrual:** Unused sick days may be carried over from year-to-year to provide protection from possible future illness. A maximum of seventy-two (72) days may be accumulated. Employees will not receive payment for unused sick days.

**Transition Benefit:** In order to help existing Stevens’ full-time staff transition to the new sick leave procedure, full-time staff who were employed by Stevens as of the implementation date will also receive a one-time allotment of eight (8) sick days in addition to the annual allotment. In addition, full-time staff members who were employed by Stevens as of December 31, 2013 will receive one additional sick day for every year of service, up to a maximum transition benefit of thirty-eight days. For example, a staff member hired in 2014 will receive a transition benefit of eight sick days, a staff member hired in 2013 will receive a transition benefit of nine sick days, a staff member hired in 2012 will receive a transition benefit of ten sick days, etc.

**Reporting:** Staff members must report an expected absence to their manager in advance of the sick day or early in the day on the sick day. Sick leave must be recorded in the Workday system and will be deducted from the staff member’s sick leave allotment.

**Physician’s Statement:** Stevens, in its discretion, reserves the right to require a physician’s statement for any absence of three (3) or more days, as well as any absence of a shorter duration where in its judgment the individual situation warrants.

**Abuse of Leave:** Abuse of sick leave, including non-reporting or misreporting of sick leave, is grounds for discipline up to and including termination of employment. All managers are expected to enforce the sick leave policy and failure to do so is grounds for discipline up to and including termination of employment.

The sick leave provisions described above do not apply to unionized employees. Unionized employees should refer to their current union contract for a statement of benefits.
Faculty:

Full-time faculty will receive full salary continuation if absent from class or other activities due to the faculty member’s own illness, injury, medical consultation or treatment, subject to the provisions for temporary disability provided below.

Full-time faculty will also receive full salary continuation if absent from class or other activities to care for a sick or injured child, parent, spouse, civil union partner or domestic partner for up to four (4) days annually.

Where a full-time faculty member is absent from class or other activities due to his/her own illness, injury, medical consultation or treatment or to care for a sick or injured family member, the faculty member must communicate with his/her Department Director or equivalent (or Dean where there is no Department Director or equivalent) according to the rules of the individual School or College. The Department Director or equivalent (or Dean where there is no Department Director or equivalent) shall keep a record of the absence and liaise with the Division of Human Resources when needed. Where a faculty member is absent for more than five (5) consecutive business days, the absence must be reported to the Division of Human Resources by the Department Director or equivalent (or Dean where there is no Department Director or equivalent). When the absence is due to the faculty member’s own illness or injury, the provisions of Stevens’ temporary disability policy shall apply.

Part-time faculty members are expected to report any and all absences to their Department Director or equivalent (or Dean where there is no Department Director or equivalent). Where the faculty member is absent for more than five (5) consecutive business days, the absence must be reported to the Division of Human Resources by the Department Director or equivalent (or Dean where there is no Department Director or equivalent). When the absence is due to the faculty member’s own illness or injury, the provisions of Stevens’ temporary disability policy shall apply.

When any faculty absence results in the cancellation of any class, the faculty member must plan for a substitute instructor or reschedule the class in coordination with the Department Director or equivalent (or Dean where there is no Department Director or equivalent).

Physician’s Statement: Stevens, in its discretion, reserves the right to require a physician’s statement for any absence of three (3) or more days, as well as any absence of a shorter duration where in its judgment the individual situation warrants.

Abuse of Leave: Abuse of sick leave, including non-reporting or misreporting of sick leave, is grounds for discipline up to and including termination of employment. All Department Directors (or equivalent) are expected to enforce the sick leave policy and failure to do so is grounds for discipline up to and including termination of employment.