

**VIRGINIA COMMONWEALTH UNIVERSITY**

**PROVOST'S OFFICE**

**NOVEMBER 2003**

**FACULTY SICK LEAVE REPORTING POLICY**

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## FACULTY SICK LEAVE REPORTING POLICY

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### **POLICY STATEMENT AND PURPOSE:**

The Faculty Sick Leave Reporting Policy applies to sick leave for all faculty with 12 month, 11 month, 10 month and 9 month appointments. Most faculty are either teaching and research (T & R) with 9/10 or 12 month appointments or administrative and professional (A & P) with 12 month appointments.

### **Personal Sick Leave**

#### Accrual

- Full time 9/10 month T & R faculty (in traditional sick leave) receive 48 hours (6 days) of sick leave at the beginning of the fall and spring semesters. If 9/10-month faculty are in the Virginia Sickness and Disability Program (VSDP), use web site below.
- For 12-month faculty sick leave:

#### Traditional Sick Leave Plan

- Used for personal illness or injury and health-related appointments.
- There is no limit to the number of sick leave hours that faculty may accumulate. The University does not pay faculty for their unused sick leave balances when they terminate employment.

#### Virginia Sickness and Disability Programs (VSDP)

- Provides full-time 9/10/12-month faculty who participate in the Virginia Retirement System (VRS) with sick leave.
- Faculty may use personal and family leave for absences due to illness, death of a family member, or for other personal needs.

- For complete VSDP information, please go to:

<http://www.hr.vcu.edu/leave/Leave%20Manual%20-%20Faculty%20section.pdf>

### Reporting Usage

- A & P faculty report usage in hour increments.
- T & R faculty report usage varies based on their contract appointment. Twelve (12) month faculty report usage in one (1) hour increments. Nine (9) and ten (10) month faculty report usage in four (4) and eight (8) hour increments. Time is self-reported to departmental chairs who will have time keepers enter the hours of use. School and units that do not have a departmental structure will utilize their existing personnel organizational structure to report faculty sick leave.
- Faculty members with a history of frequent and/or prolonged illness may be asked to provide a health care provider's certification. There may be other circumstances that qualify for Family and Medical Leave that require medical certification. Please refer to the Human Resource Division's information on the *Family and Medical Leave Act* for more information. Faculty participating in the Virginia Sickness and Disability Program (VSDP) also must provide medical documentation to the third-party administrator after seven consecutive days of absence to qualify for short-term disability (STD) benefits.
- Deans and Department Chairs should discuss with faculty regarding what, if any, work time versus leave time is requested prior to the faculty member beginning a leave of absence. The appropriate Vice President must approve such arrangements before final approval is given to the faculty member.
- Sick leave may be used for any personal illness or injury, exposure to contagious disease, and medical appointments. Sick leave also may be used for some family illness/death. Refer to the Human Resource Division's Faculty Leave handout for more information.

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**WHO SHOULD READ THIS POLICY:**

- Vice Presidents
- Vice Provosts
- Deans
- Department Heads
- Faculty

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**RELATED DOCUMENTS:**

- Faculty Roles And Rewards Policy
- Faculty Handbook
- Faculty Leave – Human Resources
- Virginia Sickness and Disability
- Faculty Salary Administrative Guidelines
- Family and Medical Leave Act – Human Resources

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**CONTACTS:**

General and specific questions about this policy can be answered in your Vice President's Office.

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**DEFINITIONS:**

- T and R = Teaching and Research Faculty
- A and P = Administrative and Professional Faculty