

Oklahoma State University Policy and Procedures

FACULTY SICK LEAVE	2-0113 ACADEMIC AFFAIRS June 2025
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PURPOSE AND SCOPE

1.01 An integral part of the faculty compensation program for the university is a uniform plan providing for our faculty who need time away from work occasionally due to incapacity, short-term illness or disability, and well-care. This policy statement is intended to provide a uniform sick leave policy for faculty of the university.

1.02 Benefits and provisions under this Sick Leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act (FMLA), and Long-Term Disability.

1.03 It is the policy of Oklahoma State University (OSU) to comply with all state and federal regulations. In the event of conflict, the actual regulations issued by the federal or state government shall prevail.

1.04 Faculty are defined to include all employees with academic appointment whose primary function is academic, whether administration, teaching, research, or extension. Leave for employees who have been given faculty rank, but whose primary duties are not academic, is covered under Policy 3-0716 Sick Leave for Staff.

POLICY AND/OR PROCEDURE

2.01 Faculty appointed to a temporary position expected to be less than six months or hired on a part-time basis (less than 50% FTE) shall not be eligible to earn or to accrue any benefit stated in this section.

2.02 The work schedule for faculty shall be whatever is agreed upon by the faculty member and department head.

2.03 In applying these policies and procedures, continuous service for faculty shall be defined as "employment at the university without a break in service."

A. A resignation shall be considered a break in service.

B. An authorized leave of absence with or without pay shall not be considered as a break in service.

C. If a faculty member is terminated due to a reduction in academic staff and is reemployed by the OSU System within 12 calendar months ("layoff"), such termination will not be considered a break in service.

D. Non-appointment in a summer semester shall not be considered a break in service.

3.01 Sick Leave Plan:

- A. Sick leave is defined for the purpose of this policy as absence from assigned duty with pay, such absence resulting from an illness (physiological or mental), incapacitation, disabling injury, attendance of preventative appointments or measurement for optimal health (e.g., dental checkups, annual physicals) or maintenance appointments for health conditions (e.g., counseling, addiction support, dialysis) which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.
- B. Each faculty member employed in a full-time position (100% FTE) shall accrue sick leave with full pay while continually employed. The sick leave is 22 days per year with a maximum accrual of 200 working days or 1600 hours. (There is no maximum accrual for Oklahoma Cooperative Extension Service employees participating in the Federal Retirement Program.) Amounts in excess of the 1600 hours which would otherwise accrue will be transferred to the Extended Sick Leave Account as described in section 5.01 of this policy.
- C. Sick leave continues to accrue during periods of leave with pay.
- D. Each faculty member employed in a part-time position (at least 50% but less than 100% FTE) shall accrue sick leave with pay proportionately. Fifty percent sabbatical leave shall be considered full-time for purposes of sick leave accrual.
- E. Sick leave may be used for personal illness or incapacity or for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated or for any circumstance falling within applicable state and federal guidelines. For purposes of this policy, the immediate family is defined as spouse, children, foster children, parents, siblings, grandparents, grandchildren, or corresponding step and in-law relationships.
- F. Notification of absence due to personal or eligible dependent illness or incapacity shall be given to the appropriate department head by the faculty member or their representative as soon as possible.
- G. The unit administrator may require the faculty member to furnish satisfactory proof of illness or incapacity. In addition, the unit administrator may require the faculty member to furnish medical certification he or she is physically and/or mentally fit to return to work or to continue working. Satisfactory proof shall be by submitting medical certification from any licensed medical physician.
- H. Faculty shall not be paid for unused sick leave.

- I. Adequate up-to-date records for each faculty member which will accurately reflect the rate and the amount of sick leave or disability leave accrued and the date of all sick leave or disability leave used shall be maintained by the employing department. Sick leave used shall also be reported on the confirmation payroll record each month and accurately maintained by the department on the university personnel payroll system.
- J. At any time in which the personal or dependent illness, or incapacity of an incumbent faculty member or dependent, causes the sick leave balance to be reduced to zero, one of the following courses of action may be taken by the departmental administration on behalf of the affected faculty member:
 - 1. Issue a request for the awarding of a leave of absence without pay, or
 - 2. Request faculty member to file a notice with OSU Human Resources of the intent to apply for total disability benefits under the Long-Term Salary Continuance Group Insurance Plan.

Faculty members who terminate employment with the university shall forfeit all unused sick leave. Upon the recommendation of the department head and with the approval of the President or the President's delegated representative, prior sick leave accumulations may be reinstated upon reemployment of faculty when such reemployment occurs within 18 months from the date of termination.

3.02 Parental Leave

- A. Illness due to one's own pregnancy is treated as any other short-term disability and applicable university leaves of absence will be utilized. Procedures for additional leave and benefits are available through OSU Human Resources.
- B. When requested by the faculty member, and where alternatives already exist or accommodations can be made, transfer may be granted by the department to less strenuous or safer duties as recommended by the health care provider. Please seek more information regarding alternatives and/or accommodations through the Oklahoma State University Office of Equal Opportunity.
- C. Faculty members shall not be penalized in their condition of employment because they require time away from work for childbearing purposes. In requesting parental leave, safety and childbearing shall be considered as justification for leave of absence for an employee for a reasonable length of time, and for reinstatement following childbirth without loss of seniority or accrued benefits.
- D. The necessary time away from work for parental leave shall be determined by a health care provider in accordance with FMLA and this sick leave policy and will include use of sick leave, annual leave, compensatory leave (if applicable), and leave without pay.
- E. Use of sick leave under this policy will also be provided upon the placement or adoption of a child. Time away from work due to adoption or placement will provide access to use of up to six weeks (240 hours) of sick leave. This amount shall be prorated based

upon FTE. Use of this leave will be held in conjunction with FMLA as appropriate under law and university policy.

- F. A faculty member meeting the eligibility criteria under FMLA may, upon completion and approval of the FMLA paperwork, utilize appropriate sick leave. Additional accrued leave can be used, as applicable under the conditions in OSU policy and procedures.

4.01 Funding of Sick Leave for Faculty Paid Through Grants, Contracts, or Programs with Outside Sponsors or Granting Agencies

- A. Faculty whose positions are funded in part or in total through grants, contracts, or programs with outside sponsors or granting agencies are eligible under the terms of this policy.
- B. Should faculty be required to use any accrued sick leave and the grant or contract forbids the reimbursement to the university for such paid leave, the primary department, college, or division of the employee will be responsible for payment of the leave.
- C. Once the department has determined a grant or contract will not reimburse the university for paid leave, the department must make budget adjustments or other changes to remain in compliance with the terms of the grant or contract.

5.01 Extended Sick Leave Account

- A. As of July 1, 2003, amounts of sick leave which accrue each pay period in excess of the 1600 hour maximum for regular sick leave will be transferred to an Extended Sick Leave Account.
- B. Employees who became members of the Oklahoma Teachers' Retirement System (OTRS) prior to July 1, 1992, may be able to apply unused sick leave to receive additional service credit for OTRS retirement benefits.
- C. This possibility of additional service credit is governed by rules and regulations of OTRS and is not awarded or regulated by Oklahoma State University. OSU facilitates the possibility of additional service credit by maintaining centralized records of sick leave accrual.
- D. When requested by OTRS, OSU will verify the accrued amount of sick leave to include both the regular sick leave amount and the extended sick leave amount.
- E. As of EFFECTIVE DATE, employees who have a combined accrued sick leave and extended sick leave balance of 960 hours may use this as credit towards one year of OSU service in relation to OSU retirement criteria. Doing so will not impact using accrued sick leave balances for OTRS purposes. OSU retirement criteria are (1) a minimum age of 62 and 10 years of continuous OSU service or (2) 25 years of

continuous OSU service.

- F. The Extended Sick Leave Account will have no cash or actual sick leave value other than as indicated for OTRS and OSU retirement purposes above.

6.01 Oklahoma State University reserves the right to change this Policy and Procedure Letter or any portion thereof at any time and without prior notification.

Revised:

June 2004

June 2025

Approved:

Board of Regents, July 1990

Board of Regents, October 2005

Board of Regents, June 2025