

Policy Title: Staff Sick Policy

Policy Summary: Staff Sick Leave Available to Eligible Employees Unable to Work Due to Illness or Injury

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Drake University provides sick leave for use when non-workplace illnesses or injuries prevent a staff member from working or as otherwise permissible under this policy.

Purpose

Drake University provides sick leave for when an illness or injury prevents an employee from working.

Scope

This policy applies to all full- or part-time regular staff and administrators (“eligible staff”). Eligible staff may first use accrued sick leave following their first pay.

Definitions

Immediate family: includes an eligible staff’s spouse/partner, mother, father, brother, sister, child, or the same relatives of their spouse/partner.

Policy

Eligibility for Sick Leave

Full-time, regular staff and administrators are eligible for sick leave benefits in the event of their own non-occupational illness or injury, the illness of an immediate family member who requires the employee’s care, or annual and preventative medical care appointments.

For information on leave options relating to an occupational injury or illness, contact Drake Human Resources.

Accrual Rates

All full-time staff and administrators accrue sick leave at the rate of 12 hours per month of service (1.5 days), so long as the employee is in a paid status. The maximum accrual for any staff member is 65 business days (520 hours).

The Drake University Sick Leave policy is designed to offer protection in the event of a serious illness. That is why accrual up to 520 hours (65 business days) is allowed – to give employees the opportunity to save the amount necessary to provide a bridge to long term disability benefits, should an employee need them.

When Sick Leave May be Taken

Sick leave is to be used for when an employee's health condition prevents them from working. In addition, accrued sick benefits may be used for personal or immediate family illness or injury requiring the care of the employee.

Sick leave is also available for routine and preventative doctor visits or check-ups necessary for the eligible staff and/or when their support or presence is required at such appointments for immediate family members.

If an employee is absent due to illness or injury, they must notify their manager as soon as possible. If an employee is gone for more than three consecutive days, the employee or their manager must contact Human Resources. (See the Family and Medical Leave Policy.)

Upon request by an employee's manager or Human Resources, an employee must provide a physician's verification of illness or injury. In the case of sick leave for the care of an immediate family member, an employee may also be asked to provide verification from the treating physician confirming the sickness or injury that required the employee's care.

In summary, sick leave is to be used when an employee must be gone due to their own illness or injury or the illness or injury of an immediate family member, or for the preventative care for the employee or immediate family member. Sick leave is not paid out when an employee leaves the University. This sick leave policy, like all benefit policies at Drake University, can be changed at any time.

Reporting Sick Leave

Non-exempt employees report sick hours on their time card or web time entry. If an employee's time away from work is both sick leave and FMLA leave, this should also be indicated on their time card or web-time entry, as well as confirmed with the manager.

Exempt employees should report sick leave (along with vacation and personal time) on the monthly leave report.

Departments are empowered to adopt call-in or other reporting procedures for employees who experience an unplanned need for sick leave.

When Employees Leave Drake

Sick leave is to be used only in compliance with this policy. Failure to comply with this policy, including the failure to appropriately report sick leave or abuse of sick leave, may result in disciplinary action up to and including termination.

Accrued sick leave is not paid out to employees when they leave Drake.

Last Review Date: June 2024

Effective Date: September 2016

Resources and Related University Policies:

- [Webpage: Leave Benefits](#)
- [Webpage: Family and Medical Leave](#)