

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Sick Leave		SOP #: HR.008.02
Effective Date	7/5/17	
Last Revision/Review	12.3.21	

1. Purpose

Burrell College of Osteopathic Medicine (Burrell) recognizes that employees will need days off from work from time to time to address their medical needs.

2. Related Policy/Authority

Burrell Policy B7510

3. Faculty/Staff Responsibilities

All regular (benefit eligible) employees are eligible for sick leave benefits. Benefit eligible part-time employees are those with an FTE of at least .50 but less than 1.0, working 20 to 39 hours per week. Full-time employees are those with an FTE equal to 1.0, working 40 hours per week. Sick leave accrual begins on the first day of full- or part-time employment. Sick leave can be used after it is earned. Sick leave will not be earned during an unpaid leave of absence. Employees request sick leave through Greenshades.

Supervisors approve/deny requests through Greenshades.

4. Definitions/Abbreviations

Greenshades is the automated employee portal to the BCOM timekeeping system. Salaried (exempt) employees access Greenshades for leave requests and reporting.

5. Procedural Steps

1. Sick leave will accrue as stated in the schedule below. Sick leave will not accrue for any time worked over 40 hours in a week and accruals will not exceed annual limits.
 - a. Part-time accrual is approximately 1.85 hours/pay period (not to exceed 48 hours/year).
 - b. Full-time accrual is approximately 3.69 hours/pay period (not to exceed 96 hours/year).
2. If the available sick leave is not used by the end of a calendar year, accrued, unused leave may carry over to the next year. If the total amount of carried-over accrued sick leave reaches 480 hours, the hours will continue to be reduced to 480 hours until the level falls below the maximum, at this point leave will begin again.
3. If the date of a medical appointment is known ahead of time, the employee can complete a time off request through Greenshades.
4. If notice is not able to be provided, the employee will be asked to complete the time off request when they return to work.
5. Sick leave may be used in accordance with the following provisions:
 - a. Sick leave may not be used prior to accrual.

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- b. If sick leave is exhausted, annual/vacation leave will be used in its place.
- c. If an employee has utilized all of their available sick and annual leave and needs to take additional sick leave due to COVID-19 illness the employee will be allowed to reduce their leave to a negative amount of no more than 10 days (80 hours) and must be approved on a case-by-case basis by the Office of Human Resources.
- d. If an employee goes into the negative on their leave balance and leaves employment prior to the negative balance being cleared, the final amount will be deducted from their final paycheck.
- e. Sick leave may be used for an employee's personal illness, well-care and medical and dental appointments. Sick leave also may be used for illness and well-care of a member of an employee's immediate family (including the employee's spouse, children, mother and father).
- f. If the employee is on leave under the Family and Medical Leave Act (FMLA), paid sick leave or paid annual/vacation leave must be used initially as part of the FMLA leave.
- g. An employee who has a sick leave absence in excess of three consecutive days must present medical documentation for the absence.
- h. If the employee is absent unexpectedly due to personal or a family member's illness, the employee should notify his or her supervisor or the Human Resources Department as soon as reasonably possible.
- i. Employees are not paid for unused sick leave upon termination of employment.

6. Reports/Charts/Forms/Attachments/Cross References

HR Forms: <https://burrell.edu/faculty-staff/forms/>

- Greenshades Instructions

7. Maintenance

Human Resources; to be reviewed every January.

8. Signature

Signature on File

VP of Administration/CFO

12.3.2021

Date

9. Distribution List

Internal/External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
11.30.2021	5	Updated links and changed BCOM to Burrell		12.2.2021
12.3.2021	5	Added information about COVID-19 illness		12.3.2021