Navigating Faculty Sick Leave
Our Session Will Cover:

- SPG 201.11-1 including the five-year lookback/renewal for extended sick time with examples
- Sick pay for LEO Lecturers and LEO-GLAM LACs
- Sick time tracking
- Vacation and unpaid medical leave related to faculty sick leave
- The role of Work Connections and the units
- Resources
SPG 201.11-1: Sick Leave Plan
Academic Appointments

Applies to: Instructional faculty not covered by a collective bargaining unit, research professors and research scientists
SPG 201.11-1: Sick Leave Plan
Academic Appointments

• Short-term sick time – all ranks
  – Up to 3 calendar weeks per year upon hire
  – Includes adjunct clinical instructional and visiting instructional faculty (supplemental faculty)
  – Personal illness, injury, preventative care, family care
SPG 201.11-1: Sick Leave Plan
Academic Appointments

<table>
<thead>
<tr>
<th>Extended sick: 1 to &lt;10 yos – all regular ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td>U-Year, U-Year D Appointments</td>
</tr>
<tr>
<td>12 Month Appointments</td>
</tr>
</tbody>
</table>

Faculty member makes decision to continue at full pay or go to half pay.
SPG 201.11-1: Sick Leave Plan

Academic Appointments

Faculty member makes decision to continue at full pay or go to half pay.

### Extended sick: 10+ yos - senior ranks only

<table>
<thead>
<tr>
<th>Senior ranks</th>
<th>9 mos/full pay AND 9 mos/half pay</th>
<th>OR 13.5 mos/full pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor, Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Professor, Clinical Assoc Prof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Professor, Research Assoc Prof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Scientist, Assoc Research Scientist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| U-Year, U-Year-D Appointments                                                |                                   |                      |
| 9 mos/full pay AND 9 mos/half pay                                           |                                   |                      |

| 12 Month Appointments                                                        |                                   |                      |
| 12 mos/full pay AND 12 mos/half pay                                         |                                   |                      |
| OR 18 mos/full pay                                                           |                                   |                      |
SPG 201.11-1: Sick Leave Plan

Academic Appointments

• Short-term sick
  – Renews annually on anniversary date (campus) or fiscal year (MM)
  – Does not accrue; use/lose
  – Proportional to effort

• Extended sick
  – Five-year lookback applies for renewal
  – Proportional to effort
    – Does not include supplemental faculty (visiting, adjunct clinical)
    – Covers pay during regular appt period (U-Yr, 12 mos)
    – Does not cover summer appointments for U-Yr faculty
LEO Lecturers

Article XXXII: Sick Pay

• All Lecturers are eligible for up to 3 calendar weeks short-term sick pay upon hire
  – Illness, injury, preventative care or family care (spouse, other qualified adult (OQA), child, sibling, parent, grandparent, other related individual whose care is responsibility of Lecturer, spouse or OQA)
  – Proportional to effort
  – Renews annually on anniversary date or fiscal year (MM)
    • LSA renewal = January 1
## LEO Lecturers
### Article XXXII: Sick Pay

<table>
<thead>
<tr>
<th>Extended Sick Pay – Lecturers II, III, IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U-Year, U-Year-T, U-Year D Appointments</strong></td>
<td></td>
</tr>
<tr>
<td>2 yrs continuous service, &gt;10 yos</td>
<td>4.5 mos/full pay AND 4.5 mos/half pay</td>
</tr>
<tr>
<td><strong>10+ yrs continuous service</strong></td>
<td></td>
</tr>
<tr>
<td>9 mos/full pay AND 9 mos/half pay</td>
<td></td>
</tr>
<tr>
<td><strong>12 Month Appointments</strong></td>
<td></td>
</tr>
<tr>
<td>2 yrs continuous service, &gt;10 yos</td>
<td>6 mos/full pay AND 6 mos/half pay</td>
</tr>
<tr>
<td><strong>10+ yrs continuous service</strong></td>
<td></td>
</tr>
<tr>
<td>12 mos/full pay AND 12 mos/half pay</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended Sick Pay - Lecturer Is</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Per Term/U-Yr-T</strong></td>
<td></td>
</tr>
<tr>
<td>2+ yrs continuous service</td>
<td>1 semester/full pay AND 1 semester/half pay</td>
</tr>
</tbody>
</table>
LEO GLAM LACs
Article XXIII: Medical & Family Leaves

• All LACs are eligible for 3 calendar weeks short-term sick leave upon hire
  – Illness, injury, preventative care or family care (care for family member whose condition meets eligibility criteria), domestic violence or sexual assault
  – Renews annually on anniversary date
LEO GLAM LACs
Article XXIII: Medical & Family Leaves

• Extended sick pay
  – All LACs with one year of service
  – Up to 6 mos/full pay and 6 mos/half pay
  – Five-year lookback applies for renewal
Extended Sick Look Back and Renewal

• For each incident of incapacity, look back 5 years to determine how much (if any) extended sick time used.
  – Used none = full balance available
  – Used some but not all = remaining balance at time of current incapacity available
  – Exhausted all = balance renews when no extended sick time used for 5 years
  – Long-term disability does not impact look back
Extended Sick Look Back and Renewal
Example: Partial balance available

<table>
<thead>
<tr>
<th>WC confirms current date of incapacity</th>
<th>Totally disabled</th>
<th>9/1/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit checks tracking mechanism</td>
<td>Look back 5 years prior to current date of incapacity</td>
<td>9/1/2017</td>
</tr>
<tr>
<td>U-Yr full prof w/10+ yos used 4.5 mos/full pay</td>
<td>Sick time use in past 5 years for prior incapacity</td>
<td>9/1/2018 - 12/31/2018</td>
</tr>
<tr>
<td>Partial balance available for current incapacity</td>
<td>4.5 mos/full pay + 9 mos/half pay OR 9 mos/full pay</td>
<td></td>
</tr>
</tbody>
</table>
## Extended Sick Look Back and Renewal Example: Balance exhausted

<table>
<thead>
<tr>
<th>WC confirms date of current incapacity</th>
<th>Totally disabled</th>
<th>6/1/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit checks tracking mechanism</td>
<td>Look back 5 years prior to current date of incapacity</td>
<td>5/31/2017</td>
</tr>
<tr>
<td>12 month clinical asst prof used 6 mos/full pay + 6 mos/half pay</td>
<td>Exhausted balance from prior incapacity w/in past 5 years</td>
<td>6/1/2018 - 5/31/2019</td>
</tr>
<tr>
<td></td>
<td>Look ahead 5 years from end date of prior incapacity to determine renewal date</td>
<td>6/1/2019 - 5/31/2024</td>
</tr>
<tr>
<td></td>
<td>Full balance renews</td>
<td>6/1/2024</td>
</tr>
</tbody>
</table>
Tracking Sick Time
Instructional Faculty Appointments

• Instructional faculty do not report time
  – Units are responsible for tracking short-term and extended sick time
• Internal controls requirement
• LTD considerations
Timekeeping for Primary Appointments

• All primary faculty are required to report exception time
  – Research faculty, Librarians, Curators, Archivists

• Timekeeping system cannot renew extended sick banks on five-year lookback
  – Units are responsible for tracking short-term and extended sick time
    • Internal controls requirement
    • LTD considerations
    • Overpayment of extended sick time
Vacation* and Unpaid Medical Leave

*12-month faculty only

- At the request of the faculty member, after their available sick leave income is exhausted, units may charge a continued absence from work covered by SPG 201.11-1 against any available vacation time.

If a faculty member exhausts all available sick and vacation time before being released to return to work or being moved to LTD, unpaid medical leave may be used.

- Partial vs. full unpaid medical
SPG 201.30-6: Paid Maternity (Childbirth) and Parental Leaves

All regular faculty eligible
– Includes LEO Lecturers and LEO GLAM – LACs per CBAs
– Maternity leave: up to 6 weeks following birth event
– Parental leave: up to 6 weeks for use within 12 months of event
  • Parental leave eligibility requires 6 months of service at time of event
– Maternity & parental leave tracked locally for faculty who do not report time

May use short-term sick time for bonding with newly born, newly adopted or newly fostered child *if ineligible for parental leave only*
Role of Work Connections

• Liaison between the faculty member and department
  – AHR liaises with WC, department and ADA Coordinator as needed
• Receives medical documentation in lieu of the unit to preserve confidentiality
  – Absences >10 days
• Confirms time away from work and/or restrictions are medically supported
• Sends updates regarding status of claim, return to work and/or restrictions (if any)
Role of Unit

• Decision-maker regarding use of extended sick time; provides faculty w/guidance on sick time
• Departments with joint faculty must coordinate
• Short-term and extended sick time must be tracked
  – Home department in case of joint appts
  – Provide FMLA letter and extended sick time use letter with begin and end dates
• Participate with faculty in interactive process for accommodations when medical restrictions are recommended
  – Contact ADA Coordinator if assistance is needed
• Consistent application of policy/practice for all faculty
Providing Support to Faculty Experiencing Illness or Injury

• Know when to act
• Listen
• Be a resource; share information
• Act as a liaison with Work Connections
• Work with chairs/deans
• Keep protected health information confidential
• In an emergency, call 911
Resources

• **Academic HR**
  – Website: [https://hr.umich.edu/working-u-m/my-employment/academic-human-resources](https://hr.umich.edu/working-u-m/my-employment/academic-human-resources)
  – Unit Resources Web page:
  – Email us: hr-acadhr@umich.edu
  – Call us: (734) 763-8938

• **Unit AHR Resources Dropbox**
  – Email hr-acadhr@umich.edu for access

• **SPG 201.11-1**
  – [https://spg.umich.edu/policy/201.11-1](https://spg.umich.edu/policy/201.11-1)

• **UM/LEO Agreement**
  – [https://hr.umich.edu/sites/default/files/um-leo-agreement-2021-2024-final.pdf](https://hr.umich.edu/sites/default/files/um-leo-agreement-2021-2024-final.pdf)

• **UM/LEO GLAM Agreement**
Questions?