

SPG 201.11-1 Sick Leave Plan - Academic Appointments						
Applies to: Instructional faculty not covered under a collective bargaining unit, research professors and research scientists						
Rank	Appt Period	Eligibility	Short-term sick*	Extended sick full**	Extended sick half**	OR Consolidation at full**
All	U-Year	Upon hire	15 days/120 hours			
All	U-Year	1 - <10 years of service		4.5 months/792 hours	4.5 months/792 hours	6.75 months/1188 hours
Associate & full only	U-Year	10+ years of service in SPG eligible title and currently ranked Assoc/Full		9 months/1584 hours	9 months/1584 hours	13.5 months/2376 hours
All	12 mos	Upon hire	15 days/120 hours			
All	12 mos	1 - <10 years of service		6 months/1056 hours	6 months/1056 hours	9 months/1584 hours
Associate & full only	12 mos	10+ years of service in SPG eligible title and currently ranked Assoc/Full		12 months/2112 hours	12 months/2112 hours	18 months/3168 hours

*Renews annually on anniversary month; does not accrue; proportional to effort

**Renews on a 5-year look back: For each incident of incapacity, look back 5 years at that time to determine how much (if any) extended sick time used
 Used none = full balance available
 Used some but not all = remaining balance as of first day of incapacity available
 Exhausted all = balance renews 5 years after prior incapacity that exhausted balance
 Proportional to effort

Hours calculation is 22 average days per month * 8 hours = 176 hours per month * # of months

Extended sick time covers the regular appointment period. U-Yr faculty (appointed August 25 to May 24) are not charged with extended sick time during the summer, because there is no work expectation during those months.

LEO Lecturers, Librarians, Curators and Archivists are subject to a collective bargaining agreement. Please see the CBAs.

Used none = full balance available

Ex: Dept. receives confirmation from Work Connections of date of incapacity on 9/1/2022	9/1/2022	Totally disabled
Dept. checks internal tracking mechanism back to 9/1/2017	9/1/2017	Look back 5 years prior
No extended sick used = full balance available (see chart for available time based on rank and years of service)	No EST used	Full balance available

Used some but not all = remaining balance as of first date of incapacity available

Ex: Dept. receives confirmation from Work Connections of date of incapacity on 9/1/2022	9/1/2022	Totally disabled
Dept. checks internal tracking mechanism back to 9/1/2017	9/1/2017	Look back 5 years prior
U-Yr Tenured professor with 10+ years of service used 4.5 months extended sick at full pay in fall 2018 for prior incapacity	9/1/2018 - 12/31/2018	Used 4.5 mos/full pay
Remaining balance = 4.5 mos at full pay + 9 mos at half pay OR 9 mos at full pay (faculty member's choice)	Some EST used	Partial balance available

U-Year Example

Exhausted all = balance renews when no extended sick time used for 5 years

Ex: Dept. receives confirmation from Work Connections of date of incapacity on 9/1/2022	9/1/2022	Totally disabled
Dept. checks internal tracking mechanism back to 9/1/2017	9/1/2017	Look back 5 years prior
U-Yr Asst Prof used 4.5 mos at full pay + 4.5 mos at half pay from 9/1/2018 - 5/31/2019 for prior incapacity	9/1/2018 - 5/31/2019	Exhausted balance from prior incapacity
To determine renewal date, dept. looks ahead 5 years from date of prior incapacity	9/1/2019 - 5/31/2024	Look forward 5 yrs
Full balance renews on 9/1/2024	9/1/2024	Balance renews

12 Mth Example

Exhausted all = balance renews when no extended sick time used for 5 years

Ex: Dept. receives confirmation from Work Connections of date of incapacity on 6/1/2022	6/1/2022	Totally disabled
Dept. checks internal tracking mechanism back to 5/31/2017	5/31/2017	Look back 5 years prior
12 month Clinical Asst Prof used 6 mos at full pay + 6 mos at half pay from 6/1/2018 - 5/31/2019 for prior incapacity	6/1/2018 - 5/31/2019	Exhausted balance from prior incapacity
To determine renewal date, dept. looks ahead 5 years from date of prior incapacity	6/1/2019 - 5/31/2024	Look forward 5 yrs
Full balance renews 6/1/2024	6/1/2024	Balance renews

[From SPG 201.11-1, Section II.D.](#)

Subsequent Periods of Incapacity: If a faculty member becomes incapacitated (as defined by this policy) on two or more occasions, the amount of sick leave income available to him or her for the second or subsequent incapacity is the amount of sick leave income for which the faculty member is eligible as described in this policy (including the annual three weeks per calendar year) minus any sick leave the faculty member used during the five years before the date on which the faculty member becomes incapacitated.