

## **Extended Sick Time Pay/Extended Leave for Employee's Paid From Sponsored Funds**

Charges related to Extended Sick Time Pay (staff and faculty) and Extended Leave (research fellows) are not allowable expenses on sponsored funds. The University maintains a central fund to cover these charges. Note this is not applicable to individuals appointed to the Non-Instructional Sponsored Pool Account.

### 1. Eligibility Requirements

The qualifying illness/injury or pregnancy must be reported by the employee to the University's Work Connections program, which provides authorization forms and confidential management of the event/condition while verifying the qualifying medical disability.

Work Connections will verify the qualifying medical disability, expected duration of absence and any work restrictions, and inform the employing unit which will determine the eligibility for the use of the Extended Sick Time or Extended Leave.

The authority to grant extended sick time pay/extended leave is a unit's responsibility.

The employee is required to submit appropriate medical documentation to Work Connections.

### 2. Implementation

#### A. Employees in the time and labor system (Staff, Research Faculty, Archivists, Curators and Librarians).

Employee's in the time and labor system submit biweekly or monthly time reports to record their exception time. Extended Sick Time, once approved by the unit is recorded using the following time reporting codes:

ESF – Extended Sick Full Pay

ESH – Extended Sick Half Pay

ESY – Extended Sick Full Pay (Nurses)

ESX – Extended Sick Half Pay (Nurses)

Payroll will automatically transfer all exception time reported for these codes on sponsored funds (funds 20000 and 25000) to the University fund.

#### B. Employees not in the time and labor system (Instructional Faculty, Clinical Faculty and Research Fellows)

Faculty and Research Fellows do not submit time sheets so no exception time is recorded. The employing unit must request a retroactive salary by submitting a "Request for Salary Transfer" form to the University Payroll Office. These requests must be submitted in compliance with the University's "Retroactive Salary Policy" and will be submitted as follows:

Research Fellows – a single “Research Fellow Extended Sick Salary Transfer Request” form will be submitted at the end of the employees Extended Leave (maximum duration of 6 weeks).

Faculty – a single “Faculty Extended Sick Salary Transfer Request” form will be submitted if the Extended Sick Time is less than 120 days. If the Extended Sick Leave is expected to exceed 120 days multiple “Request for Salary Transfer” forms will need to be submitted with a periodicity to remain compliant with the “Retroactive Salary Policy.”

3. Oversight

On an annual basis the University will audit the individuals paid from the central fund against Work Connections’ verifications of disability to ensure policy compliance. In instances of non-compliance the costs will be transferred to the employing unit.

Note – the employing unit is responsible for ensuring that all other HR actions associated with Extended Sick Time Pay (staff and faculty) and Extended Leave (research fellows) are performed in a timely manner (e.g. FMLA notification).

For more information please see the following Standard Practice Guide Policies:

Sick time Pay (SPG201-11-0)

Postdoctoral Research Fellows (SPG201.19)

Sick Leave Plan-Academic Appointments (SPG201.11-1)

For questions please contact:

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