

SICK TIME

On July 1 of each year, regular full-time staff receive a bank of 12 sick days for that fiscal year (through June 30). Full-time 10-month staff receive 10 days; full-time 9-month staff receive nine (9) days. Regular part-time staff who work at least 1,000 hours per year receive a pro-rated number of sick days. New employees receive a pro-rated number of sick days, and the number of sick days to which you may be entitled will vary depending on your date of hire. Faculty do not qualify for sick days.

Full-time staff may use no more than five of their allotted sick days for the following purposes:

- To care for an immediate family member who is ill. Your immediate family for purpose of this policy includes your father, mother, sister, brother, spouse, spousal equivalent, son, daughter, grandparents, grandchild, and in-law and any person with whom you reside; or
- To care for your newborn child when you have not given birth (for example, fathers);
- To care for your child following his or her placement with you for adoption or foster care.

Full-time 9- and 10-month employees may use up to 4 days for such purposes; part-time employees may use up to 3.

If you exhaust your sick leave in a fiscal year and become ill, your pay will be affected unless you apply and qualify for short-term disability (“STD”) pay (if your condition is expected to last more than 5 days), or if you use your accumulated vacation days to pay for the days you are sick and do not report for work. The STD policy is covered in the next few pages. Staff cannot carry over sick days from one fiscal year into the next. When you leave Simmons, you do not receive pay for unused sick days.

Please note that non-exempt employees can utilize sick time in hourly increments.