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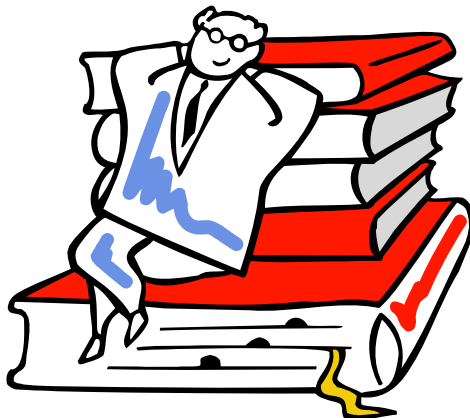
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Chapter 3 – Faculty Leave

{SABBATICAL LEAVE FOR FACULTY (BOR II-2.00)}

The president of Salisbury University may grant sabbatical leaves to faculty members. The primary purpose of such leave is to provide an opportunity for faculty members to conduct scholarly or creative work that helps implement the mission of the university and enhances their standing in their disciplines or professions.

Guidelines

1. To be eligible for sabbatical leave, a full-time faculty member must be tenured as a full professor, associate professor or assistant professor and have completed at least six years of service at the time of an initial sabbatical leave or since the last previously granted sabbatical leave. A part-time faculty member must also be tenured and have completed six or more years of at least half-time service. (Unpaid leaves of absence will not be regarded as service for the purposes of determining sabbatical leave eligibility.) In exceptional circumstances approved by the provost, a faculty member at the rank of instructor who is tenured and has completed at least six years of service may be recommended as eligible for sabbatical leave.
2. Faculty members applying for sabbatical leave must agree as a precondition to receiving such leave to return promptly to the university at the termination of the leave and to serve on a normal basis for at least one academic year.
3. Ordinarily, sabbatical leaves will be granted for a period equal to one-half of the recipient's annual contract term at normal compensation, or for the full annual contract term at one-half normal compensation for both full- and part-time faculty. Faculty members who are considering a sabbatical leave for the full annual contract term, at one-half normal compensation, should contact Human Resources regarding the impact this may have on their retirement program.
4. During the period of sabbatical leave, the recipient will be permitted, with the approval of the president or designee, to accept, in addition to the compensation received from the university, grants, awards, contracts, fellowships or other compensation or stipends as may be related to the approved sabbatical leave project. The recipient may also accept compensation for consulting services rendered

during the sabbatical leave, provided that such services do not exceed those allowed by **Salisbury University's Policy on the Conflict of Commitment/Interest**, and that they do not interfere with the approved sabbatical leave project.

5. All benefits and privileges of faculty members who are on sabbatical leave will continue during the period of the leave. These include, for example, employee benefits, merit increases, and opportunities for promotion.

Approving Sabbaticals Using a Funding Source

1. This policy is strictly designed to provide a funding source for departments unable to cover a sabbatical without unusual expenditure.
2. This policy should not be construed as attempting in any way to prevent the departments that can ordinarily cover sabbaticals from continuing to allow faculty in those departments to take sabbaticals in their usual manner.
3. All sabbatical proposals should be judged on the merits of the proposal on a “need blind” basis. Department chairs/deans should provide a realistic description of how the sabbatical will be funded. This will be considered separately, and the department chairs/deans will be expected to adhere to the plan unless circumstances change extraordinarily.
4. Sabbatical proposals should be evaluated by the deans and provost based on the merits of the proposal and the time passed since the previous sabbatical was taken. Since the amount of time since the last sabbatical will become a crucial piece of the evaluation, the sabbatical application should be amended to include the number of years of active service since the last sabbatical, not just the date of the last sabbatical. Evaluation should not consider the amount of funding needed.
5. The provost will establish a fund to pay for sabbaticals. Based on the evaluation of sabbatical proposals, the sabbaticals will be funded in order to maximize the number of faculty who can take a sabbatical in any given semester while simultaneously addressing all equity issues. If department chairs/deans have adequately demonstrated that a sabbatical truly requires no funding, then these sabbaticals should be automatically approved, provided that they meet all other criteria for approval.

Procedure

1. Faculty applying for sabbatical leave obtain two forms from the Faculty Handbook: the Sabbatical Form Part A-Application and Sabbatical Leave Form Part B-Final Report that appear in **Appendix G**. Faculty members initiate their applications by completing Part A that when finally approved will be open to public review. They retain Part B for submission within six months following sabbatical leave.
2. Completed applications (Part A) are submitted to the applicant's department chair two semesters in advance of the proposed leaves. The deadline is **August 1** for fall sabbatical leaves and **March 15** for spring sabbatical leaves. For example, the deadline for a fall 2005 sabbatical would be August 1, 2004 and the deadline for a spring 2006 sabbatical would be March 15, 2005.
3. Department chairs recommend or do not recommend sabbatical leave applications. (In the event that the applicant is a department chair, the dean of the school will make a recommendation about the sabbatical application.) If a sabbatical application receives a recommendation from the department chair, it is forwarded to the dean of the school who then recommends or does not recommend the sabbatical leave application. Recommended sabbatical leave applications that have been received by the chairs by **August 1** are forwarded to the Faculty Welfare Committee by **September 15**, and recommended sabbatical leave applications that have been received by the chairs by **March 15** are forwarded to the Faculty Welfare Committee by **May 1**.
4. The Faculty Welfare Committee assesses the academic value of sabbatical leave applications with endorsement or non-endorsement no later than **November 15** for fall leaves and **June 1** for spring leaves. In the event that the committee is unable to endorse the application, the Chair will provide an explanatory comment. Recommendations of the Faculty Welfare Committee are forwarded to the provost and applicant faculty are notified in writing by the committee of completion of these steps.
5. Applications for sabbatical leave are recommended or not recommended by the provost and approved or disapproved by the president of the University by **January 1** for fall sabbatical leaves and **August 1** for spring sabbatical leaves. Upon approval of sabbatical

leaves, the president of the university notifies applicants, their department chairs and the Faculty Welfare Committee.

6. When faculty have completed a sabbatical leave, they submit the completed original of Sabbatical Leave Form Part B-Final Report to their chair who signs it acknowledging its receipt and forwards it to the dean of the school. The dean signs, forwards it to the Faculty Welfare Committee whose chair signs and sends it to the provost. The provost sends the document to the President for its final signature. Completed Sabbatical Leave Forms Part B must be submitted to the department chair by **October 15** for spring sabbaticals and **March 15** for fall sabbaticals. **This policy also allows that for a change in circumstances since the initial application a faculty member may request an extension of a previously approved one semester sabbatical to one year at half-pay. Approval of such a request is at the sole discretion of the Dean and Chair.**

Human Resources, revised 8/11/2000
Faculty Senate, revisions approved 3/2002
Provost, revisions approved 8/2002
Faculty Senate, revisions approved 12/2003
Faculty Welfare Committee approved Funding Source 2/4/2004
Faculty Senate, approved Funding Source 2/24/2004
Provost, approved Funding Source 3/8/04
Revised June 2006

{PROFESSIONAL AND/OR RESEARCH LEAVE FOR FACULTY MEMBERS ENGAGED EXCLUSIVELY OR PRIMARILY IN LIBRARY SERVICES (BOR II-2.01)}

The President of Salisbury University may grant professional and/or research leaves to faculty members engaged exclusively or primarily in library services. The primary purpose of such leave is to provide an opportunity for library faculty members to conduct scholarly work that helps implement the mission of the university and enhances their standing in their profession.

Guidelines

1. To be eligible for professional and/or research leave, a full-time library faculty member must have permanent status as a Librarian II, Librarian III, or Librarian IV and have completed at least six years of service at the time of an initial professional and/or research leave or since the last previously granted professional and/or research leave. A part-time library faculty member must also have permanent status, hold the rank of Librarian II, Librarian III,

or Librarian IV, and have completed at least the equivalent of six years full-time, continuous service at the time of an initial professional and/or research leave or since the last previously granted professional and/or research leave. (Unpaid leaves of absence will not be regarded as service for the purposes of determining professional and/or research leave eligibility.)

2. Full-time library faculty members applying for professional and/or research leave must agree as a precondition to receiving such leave to return promptly to the university at the termination of the leave and to serve on a normal basis for at least one academic year. The same conditions apply to part-time library faculty; however, part-time library faculty must agree to return to the university for the equivalent of one year of full-time service.
3. Professional and/or research leaves will be granted for a period equal to one-half of the recipient's annual contract term at normal compensation, for the full annual contract term at one-half normal compensation, or for a thirteen-week period in the summer equal to one-fourth of the recipient's annual contract term at normal compensation for both full and part-time library faculty. Library faculty members who are considering a professional leave for the full annual contract term, at one-half normal compensation, should contact Human Resources regarding the impact this may have on their retirement program.

Thirteen-week summer leaves provide opportunities for library faculty to acquire new skills and knowledge to enhance library operations or services. Qualifying projects must provide evidence that dedicated time is required and must result in a tangible product to be shared with other library faculty or the faculty as a whole through presentations and mentoring.

Final products for summer leaves would create new library services, enhance existing procedures and services, identify new service needs and opportunities, explore more fully the feasibility of pursuing programs in place elsewhere, and engage in preliminary study to identify more extensive research projects related to library needs. While technologies and needs change, some relevant projects follow:

- 1) research leading to the study of/detailed recommendations for online reference services
 - 2) research on specific elements of new directions in scholarly publishing, leading to new opportunities for faculty publishing and scholarship
 - 3) research on the application of new technologies to existing procedures/services, leading to new directions in both
 - 4) research on innovative models of faculty-librarian collaboration
 - 5) research on best practices for assessing information literacy programs, leading to detailed recommendations for their application
 - 6) research on changing management structures in libraries
 - 7) acquiring the technical knowledge needed to advance existing instructional efforts, leading to new teaching tools such as online, interactive tutorials
4. During the period of the professional and/or research leave, the recipient will be permitted, with the approval of the president or designee, to accept, in addition to the compensation received from the university, grants, awards, contracts, fellowships or other compensation or stipends as may be related to the approved professional and/or research leave project. The recipient may also accept compensation for consulting services rendered during the professional and/or research leave, provided that such services do not exceed those allowed by **Salisbury University's Policy on the Conflict of Commitment/Interest**, and that they do not interfere with approved professional and/or research leave project.
 5. All benefits and privileges of library faculty members who are on professional and/or research leave will continue during the period of the leave. These include, for example, employee benefits, merit increases, and opportunities for promotion.

Approving Professional And/Or Research Leaves Using A Funding Source

1. This policy is strictly designed to provide a funding source for library faculty professional and/or research leaves that the library cannot cover without unusual expenditure.
2. Thirteen-week summer professional and/or research leaves do not require a funding source. Six-and-12 month leaves would.

3. This policy should not be construed as an attempt to deter library faculty from applying for either summer or extended leaves. Proposals should be based on project needs.

4. All professional and/or research leave proposals should be judged on their merits and on a “need blind” basis. Department heads and the dean should provide a realistic description of how the professional and/or research leave will be funded. This will be considered separately, and the department heads/deans will be expected to adhere to the plan unless circumstances change extraordinarily.

5. Professional and/or research leaves should be evaluated by the deans and provost based on the merits of the proposal and the time passed since the previous leave was taken. Since the amount of time since the last leave will become a crucial piece of the evaluation, the leave application should be amended to include the number of years of active service since the last leave, not just the date of the last leave. Evaluation should not consider the amount of funding needed.

5. The provost will establish a fund to pay for professional and/or research leaves. If department heads/deans have adequately demonstrated that a professional and/or research leave requires no funding, then the request should be approved automatically, provided that it meets all other approval criteria.

Procedures

Half-year and Full-year Leaves

With the substitution of department heads for department chairs, the procedures for applying for professional and/or research leave are the same as those for faculty applying for sabbaticals (*Salisbury University Faculty Handbook*, Chapter Three). Fall leaves would begin on 1 July, spring leaves on 1 January. Annual leaves would begin on 1 July.

Summer Leaves (13 weeks)

Summer leave procedures are the same as those for half-year and full-year applications, with the following exceptions:

1. the substitution of department heads for department chairs
2. the elimination of the Faculty Welfare Committee review (this part of the form may be crossed through)

3. the date the leave begins. Summer professional leave requests follow the fall submission schedule, but commence after graduation.

Faculty Timeline

Leave Request for	Application to Chair	Sent to FWC	FWC’s Decision	President’s Decision	Leave Begins
Fall	8/1/04	9/15/04	11/15/04	1/1/05	7/1/05
Spring	3/15/05	5/1/05	6/1/05	8/1/05	1/1/06

Library Faculty Timeline

Leave Request for	Application to Chair	Sent to FWC	FWC’s Decision	President’s Decision	Leave Begins
Fall	8/1/04	9/15/04	11/15/04	1/1/05	7/1/05
Spring	3/15/05	5/1/05	6/1/05	8/1/05	1/1/06
		Sent to Dean	Dean’s Decision	President’s Decision	
Summer	8/1/04	9/15/04	11/15/04	1/1/05	After Commencement

Replacement for: BOR VII-2.15-Policy On Librarians (Section on Professional Leave) (BOR II – 2.01)
Approved by the BOR, 4/7/00
Revised 5/1/05

{TERMINAL LEAVE FOR FACULTY (BOR II-2.10)}

- I. Terminal leave is leave of absence with pay extending over a period which terminates on the effective date of faculty member’s resignation from his employment with the institution.
- II. Under special circumstances terminal leave may be granted by the university president, as a means of encouraging early retirements or to avoid or assist in a retrenchment effort in accordance with the following provisions:
 - A. Only full-time tenured faculty members are eligible for such leave for a period not to exceed twelve months.
 - B. Faculty on terminal leave:
 1. Remain employees of Salisbury University and are subject to all policies of the University and of the Board of Regents.
 2. Receive the annual salary that would have been accorded for remaining at the institution that year.

3. Retain eligibility for all benefits normally associated with full-time (or where applicable, half-time) employment with the exception of annual leave.
 4. Are not required to perform duties of any kind during the period of leave unless otherwise stipulated.
- C. Once terminal leave is approved, the faculty member must agree in writing to the conditions of the leave, waiving all claims arising out of employment other than those specified in this policy and waiving all claims to subsequent employment at the institution.

**{LEAVE WITHOUT PAY FOR FACULTY
(BOR II-2.20)}**

Leave of Absence Without Pay

A leave of absence without pay, for purposes of study, to serve as an exchange faculty member, or for other purposes, may be granted to a faculty member who has been on active, full-time service with the university/college for a period of at least three years. The president may modify the three-year requirement in unusual circumstances.

1. The faculty member applying for a leave of absence without pay must submit at least six months prior to the start of the proposed leave period, a formal written request to the president of the university, setting forth clearly the reasons for the proposed absence.
2. The written request, if approved by the president, is then forwarded to the University System Board of Regents for the approval together with an endorsement to the effect that the services of the faculty member can be spared during the leave period.
3. Leave of absence without pay generally shall not exceed a period of one year. In special circumstances, with the approval of the Board, this leave of absence may be extended an additional year.
4. The Maryland State Retirement System provides that a faculty member on leave of absence without pay loses time of service to the State, except for a faculty member on leave without pay for military service. The faculty member on leave of absence without pay, in order not to lose service to the State, may pay directly to the Retirement System, in a lump sum, the retirement contribution, with interest, upon return from leave.

5. If the time of leave is to be credited to the accrual of the faculty member's requirements for tenure, it should only be done with the approval of the president and University System of Maryland Board of Regents.
6. Other privileges, benefits and opportunities of a faculty member on leave of absence without pay, shall be granted only upon recommendation of the university president with the approval of the University System of Maryland Board of Regents.

**{ACCIDENT LEAVE AND CREDITABLE
AND NON-CREDITABLE SICK LEAVE
FOR FACULTY MEMBERS (BOR II-2.30)}**

In the matter of accident leave and creditable and non-creditable sick leave for faculty, Salisbury University operates under **BOR II - 2.30 UNIVERSITY SYSTEM OF MARYLAND POLICY ON ACCIDENT LEAVE AND CREDITABLE AND NON-CREDITABLE SICK LEAVE FOR FACULTY MEMBERS** which is reproduced as follows.

I. Objectives

- A. To provide an informal system of colleague-substitution for short-term incapacity of instructional faculty. This practice protects the interests of students by ensuring the supply of qualified substitutes who are familiar with the disabled teacher's educational objectives, methods, and standards.
- B. To provide a regularized and equitable basis for determining the eligibility of faculty members to receive salary payments during extended periods of incapacity for reasons of illness, injury, or maternity leave.
- C. To provide a regularized and equitable procedure for disability coverage by way of disability retirement, regular retirement, or disability insurance, once the limits of the extended leave period have been reached and the health prognosis is unfavorable.

II. Non-creditable Sick Leave: Collegially Supported

- A. It is the responsibility of the institution to have an agreed-upon procedure for continuing instruction when faculty members are absent for any reason, including illness, injury, or childbirth.
- B. Once instruction is under way, it is important to have it continued with minimal interruption to protect the interests of students. Thus, when a

faculty member is incapacitated for brief periods by illness, injury, or childbirth, the "collegial" method of accommodating faculty disability is preferred. This is the practice whereby colleagues of the disabled faculty member--on a voluntary basis--take over his or her classes and other essential functions, in addition to carrying on their regular work.

- C. This provision may be employed when practicable up to a maximum of twenty-five (25) work days for each faculty member in one fiscal year. After that time, creditable sick leave shall be charged.
- D. Collegially supported sick leave is not credited toward retirement and cannot be carried over to a subsequent fiscal year.
- E. An eligible faculty member, appointed for at least a semester but less than an academic year, may receive no more than half of the collegial protection awarded persons who are appointed for an academic year. Faculty appointed for periods of less than one semester may not receive collegial benefits.
- F. The maximum collegially supported leave available to a faculty member during the summer is one-seventh of the contract period. This will be included as part of the faculty member's yearly limit.
- G. Collegially supported leaves for an individual faculty member in two fiscal years must be separated by active service of at least twenty-five (25) work days.

III. Creditable Sick Leave

A. Accrual

- 1. Sick leave for faculty is accrued at the rate of 1.25 work days per month at full salary. Accrual of sick leave for summer employment by academic-year faculty is determined by the institution. In no case may an individual accrue more than fifteen (15) days of sick leave during any fiscal year.
- 2. Part-time faculty members who are employed at least 50 percent of the time are eligible for sick leave benefits proportionate to the percentage of their employment.
- 3. Individuals eligible to earn sick leave credits will accrue such credit for each calendar month in which they are on paid status for fifteen (15) or more days within that month.

No sick leave credit will be accrued for any month during which the individual is on paid status for less than fifteen days.

- 4. Sick leave is accrued while the individual is on sabbatical leave, but not while on leave without pay.
- 5. A faculty member may be required to present appropriate diagnostic or medical evidence to support his or her sick leave.
- 6. When all accrued sick leave has been expended, the individual will be removed from salaried status, except in unusual circumstances as approved by the president. The institution will assist the faculty member in evaluating the options of disability retirement, regular retirement, or disability insurance if the health prognosis is unfavorable.
- 7. If there is a break in an individual's employment with the State of Maryland of less than three years, a sick leave balance will be restored. A leave of absence without pay is considered a break in employment. Sick leave balances may be brought to the University System from another State agency.

B. Sick Leave Creditable as a Retirement Benefit

- 1. A maximum of 130 sick leave days could be creditable as a retirement benefit as of January 1, 1975. Since that date, there has been no limit on accumulation of sick leave. For individuals employed in former Board of Regents institutions, there may be additional sick leave in reserve which cannot be credited toward retirement.
- 2. A faculty member who is receiving Maryland State Retirement System benefits does not accrue sick leave creditable as a retirement benefit. Faculty members who are members of the optional retirement plan provided through TIAA do not accrue sick leave creditable as a retirement benefit subsequent to the date of enrollment in the TIAA plan. Faculty members, who receive approval for exemption from positive time reporting, as described in section **IV.A** on the following page, do not accrue sick leave creditable as a retirement benefit.
- 3. For faculty members enrolled in the Maryland State retirement and pension systems, at the time of retirement unused creditable sick leave is applied toward the individual's retirement service credit. There will be no cash payment for accumulated sick leave at the termination

of employment, nor may unused sick leave be used for early retirement. In the case of an individual who resigns after at least five years of employment, and who leaves contributions with the Maryland State retirement system, any unused creditable sick leave will be "vested"--that is, it will be credited toward retirement benefits when the employee begins to draw benefits.

IV. Reporting

- A. Each faculty member, regardless of the source of funding or retirement system in which he or she is enrolled, who is employed at least 50 percent of the time, must complete monthly positive time reports and sign the fiscal year summary record unless an exemption has been requested by the individual and approved by the president. When an exemption is approved, the faculty member thereby waives all claims from that date forward to credit any unused sick leave toward retirement benefits. With the approval of the president, the faculty member may revoke his or her exemption, and unused sick leave earned from the time of revocation forward will be credited toward retirement.
- B. Each institution shall establish procedures for positive time reporting by faculty. The institution shall retain monthly time reports for each individual for five years, and shall retain summary records of these reports until the individual leaves employment.

V. Accident Leave

- A. A faculty member who, in the actual performance of his or her duties, sustains an accidental personal injury that is otherwise compensable under the Maryland Worker's Compensation Law, shall be granted accident leave with full pay if, after medical examination, a physician certifies that the injury or accident disables the employee. Accident leave is available only to those who are eligible for sick leave.
- B. Accident leave shall be granted from the date of the job-related injury until a physician certifies that the individual is healed and is physically able to return to work. The period of accident leave must be supported by a valid physician's certificate. In no event may accident leave be extended beyond one year from the date the accidental personal injury occurred.
- C. Accident leave is not sick leave. An employee on accident leave status will continue to earn sick leave and annual leave credits. Holiday leave will

be reported for scheduled holidays occurring during the period of accident leave.

- D. After the injured employee has used all available accident leave and does not elect to receive temporary total benefits, he or she may use other leave with pay, including sick leave, annual leave, compensatory leave, and holiday leave. If, after using all leave with pay, the individual does not elect to receive temporary total benefits, he or she may request the president to extend sick leave. After the use of all possible leave with pay, the individual shall be placed on leave of absence without pay.
- E. The injured employee shall not receive temporary total benefits under Worker's Compensation while receiving accident leave with full pay and shall not be paid any other leave benefits while on accident leave.
- F. Each institution shall establish procedures in accord with the System personnel policies and the Worker's Compensation law with regard to the employee's notice of injury, physician's certification; responsible administrator's report, employee's claim, required medical examinations, granting of leave, and notification of the State Accident Fund.

{FAMILY AND MEDICAL LEAVE FOR FACULTY ([BOR II-2.31](#))}

In the matter of family and medical leave for faculty, Salisbury University operates under **BOR II - 2.31 UNIVERSITY SYSTEM OF MARYLAND POLICY ON FAMILY AND MEDICAL LEAVE FOR FACULTY** which is reproduced in full below.

I. Purpose and Applicability:

The purpose of this policy is to implement the Family and Medical Leave Act of 1993 (FMLA), P.L. 103-3. This policy applies to all faculty¹³ of the University System of Maryland (USM) who are covered by the provisions of **USM BOR Policy II - 1.00 on Appointment, Rank, and Tenure of Faculty**. Under certain circumstances it is the policy of the USM to provide a faculty member with up to a maximum of twelve (12) weeks of unpaid leave during a twelve (12) month period for certain family and certain serious health condition reasons.

¹³For purposes of this policy, faculty member shall refer to "eligible" faculty member.

II. Terms and Definitions:

The following terms and definitions shall apply for purposes of this policy:

- A. **Accrued Leave:** Earned and unused annual, holiday, sick, and personal leave.
- B. **Alternative Position:** A position to which a faculty member may be temporarily reassigned during a period of intermittent F&M leave and/or reduced schedule. The alternative position shall have the same benefits and pay as the position from which the faculty member was reassigned.
- C. **Care:** "to take care of" or "to care for". The term care is intended to be read broadly to include both physical and psychological care. The language applies to the period of inpatient care and home care as well.
- D. **Child:** A person who is the son or daughter of a faculty member and who is under eighteen (18) years of age; or, eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability during the period of the serious illness. The son(s) and/or daughter(s) may be the biological, adopted, step or foster child(ren) of the faculty member. A child is also someone who is the legal ward of the faculty member or someone for whom the faculty member has provided sufficient, notarized affidavit(s) and proof of financial dependence that he/she is standing in loco parentis.
- E. **Faculty Member:** An employee who is covered under the provisions of **USM BOR Policy II - 1.00 on Appointment, Rank, and Tenure of Faculty** and (1) whose date of hire is 12 months prior to the date of the requested leave, and (2) whose employment during the twelve months preceding the leave request was a least 50 percent or greater of full-time under a 9.5 month or longer contract, or who has been employed for at least twelve months (which need not be consecutive) and has worked at least 1,040 hours during the twelve months preceding at leave request.
- F. **Equivalent Position:** A position at the institution to which a faculty member shall be restored upon the completion of the F&M leave. The equivalent position shall have the same benefits, pay, and other terms and conditions of employment as the position from which the faculty member took leave.
- G. **Health Care Providers:** Are doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist), nurse practitioners and nurse midwives, as authorized to practice by the State of Maryland; and Christian Science Practitioners listed with the First Church of Christ Scientist in Boston.
- H. **Immediate Family Member:** Is the faculty member's parent(s), spouse, or child(ren), or legal wards.
- I. **In Loco Parentis:** "In the place of a parent; instead of a parent; charged, factitiously, with a parent's rights, duties and responsibilities." Any faculty member claiming an in loco parentis relationship with a child, or any eligible faculty member claiming to be the child of an in loco parentis relationship may be requested to provide documentation of such relationship.
- J. **Institution:** Is the employing USM institution C the USM institution from which the faculty member is taking leave.
- K. **Parent:** Is the faculty member's biological, adoptive, step or foster mother or father, or someone who stood in loco parentis to the faculty member when the faculty member was a child.
- L. **Restoration:** As used within the FMLA and used within this policy, restoration is an institutional guarantee that at the conclusion of the F&M leave the faculty member will be returned either to the same position from which he/she took leave, or to an equivalent faculty position.
- M. **Serious Health Condition:** Is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or home care, or continuing treatment by a health care provider. A serious health condition is also intended to cover conditions or illnesses that affect the faculty member's health or the health of the faculty member's immediate family to the extent that the family member is in the hospital or other health care facility or at home and unable to care for his/her own basic hygienic or nutritional needs or safety such that the faculty member must be absent from work on a regular and recurring basis for more than a few days for treatment or recovery. With respect to the faculty member, a serious health condition means that the faculty member must be incapacitated from performing the essential functions of his/her position.

Examples of serious health conditions applicable to the faculty member or the faculty member's immediate family member include, but are not limited to: heart conditions requiring heart bypass or valve operations; most types of cancer; back conditions requiring extensive therapy or surgical

procedures; severe respiratory conditions; appendicitis; emphysema; spinal injuries; pneumonia; severe arthritis; severe nervous disorders; injuries caused by serious accidents; ongoing pregnancy, miscarriages, complications or illnesses related to pregnancy, such as severe morning sickness, the need for prenatal care, childbirth, and recovery from childbirth.

Additional examples are a faculty member or immediate family member whose daily living activities are impaired by such conditions as Alzheimer's disease, stroke, or clinical depression, who is recovering from major surgery, or who is in the final stages of a terminal illness.

- N. Spouse: The person to whom the faculty member is legally married -- a husband or a wife.

III. Reasons for Leave:

- A. Faculty member is entitled to take F&M leave for the following reasons:
1. the birth of the faculty member's child,
 2. the placement of a child with the faculty member for adoption or foster care,
 3. the need to take care of the faculty member's child within a twelve (12) month period from birth or placement,
 4. the need to take care of the faculty member's immediate family member who has a serious health condition, and
 5. the serious health condition of the faculty member.
- B. F&M leave is not intended to cover minor illnesses that last only a few days and short term medical and/or surgical procedures that typically do not involve hospitalization and require only a brief recovery period such as these that are normally handled through non-creditable and earned sick leave (see **USM BOR II - 2.30**).
- C. Additionally, requests for leave to take care of the employee's school-age child under the age of fourteen (14) during school vacations may be granted to the extent that the leave does not create a hardship with respect to the operational needs and work schedules of the applicable institutional unit.

IV. F&M Leave Entitlement:

- A. A faculty member is entitled to a maximum of twelve (12) workweeks (60 days) of F&M leave within a calendar year. F&M leave can be taken continuously or, under certain circumstances, on a reduced F&M leave schedule, or intermittently over the course of a calendar year. F&M leave entitlement shall not be carried over from calendar year to calendar year.

- B. The actual F&M leave entitlement shall be integrated with the amount of other leave taken for F&M-related reasons during the calendar year within which the F&M leave is to begin.
- C. A faculty member who regularly works full time is entitled to a maximum of twelve (12) workweeks (60 days) of F&M leave per calendar year. A faculty member who works less than full time is entitled to a pro rata share of the twelve (12) week/sixty (60) day maximum.
- D. The spouse of a faculty member employed by the USM shall be entitled to a separate, individual, maximum family and medical leave eligibility amount. The amount of leave for which one spouse may be eligible, or the amount of leave used by one spouse shall not limit or enhance the leave amount or the leave usage of the other spouse. Spouses shall be entitled to take leave simultaneously or in succession and in any portion of their respective individual maximum for reasons of a serious health condition of the faculty member and for the serious health condition of the faculty member's immediate family members. Requests for simultaneous F&M leave by spouses employed by the same institutional unit may be granted for reasons of childbirth, placement with the faculty member of a child for adoption or foster care, or care for a newborn child, to the extent that simultaneous leaves do not substantially disrupt the academic program or unit of which the faculty members are a part.

V. Integration of Other Leave Taken with F&M Leave Entitlement:

Actual F&M leave entitlement shall be based on the faculty member's use of other leave during the calendar year within which the F&M leave begins. The faculty member's use of the following types of leave shall be deducted from the actual F&M leave entitlement:

- A. Any prior F&M leave taken within the applicable year, including accrued paid leave and noncreditable leave substituted for F&M leave.
- B. Accident leave used within the applicable year.
- C. Any type of unpaid leave for reasons related to family and medical circumstances taken within the applicable year.

VI. Compensation During Leave:

F&M leave is an unpaid leave. However, based upon either the election of the faculty member or the requirement of the chief executive officer or designee and in accordance with USM's and the

institution's existing leave procedures, accrued paid leave and noncreditable leave used for purposes that qualify under FMLA shall be substituted for all or any part of the F&M leave.

VII. Status of Benefits While on Family and Medical Leave:

- A. A faculty member who is granted an approved F&M leave under this policy shall continue to be eligible for all employment benefits that he/she enjoyed immediately prior to the F&M leave.
- B. A faculty member on F&M leave for reasons noted in **Section III.** a. may elect to continue employer-subsidized health care benefits during the period of leave. The chief executive officer or designee shall provide advance written notice to the faculty member of the terms and conditions under which premium payments are to be made by the faculty member. The subsidy shall cease if a faculty member gives notice that he/she no longer wishes to return to work. The institution shall recover its share of health premiums during unpaid F&M leave if the faculty member fails to return to work, or returns to work but fails to stay thirty (30) calendar days, unless the reason for not returning or staying is due to the continuation, recurrence or onset of a serious health condition or other circumstances beyond the faculty member's control.
- C. Except as noted in **Section X,** Job Protection, upon return from leave a faculty member shall be restored with all the rights, benefits and privileges enjoyed prior to the leave.
- D. While on any unpaid portion of a F&M leave, a faculty member shall not earn or accrue any additional leave.
- E. A faculty member may elect to purchase service credit at the time of retirement for prior leaves without pay that are qualified by the Maryland State Retirement and Pension Systems. Upon approval of a leave without pay, a faculty member shall follow the institution procedure to assure that this option may be exercised.

VIII. Notice of F&M Leave:

Regardless of the reason for the F&M leave a faculty member shall give at least thirty (30) calendar days notice and provide the appropriate medical certification or legal certification of adoption or foster child placement, before taking a F&M leave. When the need for leave is not foreseeable, a faculty member shall give notice as soon as practicable but no less than two (2) working days of learning of the need for leave. If

this is not possible due to a medical emergency, then the faculty member or the faculty member's designee shall give written notice and provide the appropriate certification as soon as practicable.

IX. Job Protection:

- A. A tenure-track faculty member whose leave under the sick leave or FMLA leave policies totals at least one semester or six continuous months may request through his or her department chair or appropriate appointing authority that the mandatory tenure review be postponed. The request shall be forwarded through the faculty member's dean, for recommendation, to the chief academic officer of the institution for decision.
- B. Except as provided in **IX. C., D., E., and F.,** faculty member returning to work at the conclusion of a F&M leave shall be restored to their former position with the pay, benefits and terms and conditions of employment that they enjoyed immediately prior to the F&M leave.
- C. A faculty member is not entitled to restoration if the chief executive officer or designee determines that the faculty member had been hired for a specific term or only to perform work on a specific project defined in writing and the term or project is over and the institution would not otherwise have continued to employ the faculty member.
- D. If at any point prior to or during the F&M leave the chief executive officer or designee determines that the faculty member's former position cannot be held available for the duration of the leave, the chief executive officer or designee, at the conclusion of the leave, shall restore the faculty member to an equivalent position.

If the determination of an inability to hold the former position available occurs after the F&M leave begins, the chief executive officer or designee shall immediately notify the faculty member in writing of details associated with the decision and the details of the equivalent position to which the employee will be restored. The faculty member shall have the right to return within fifteen (15) working days from receipt of such notice to keep his/her former position.
- E. If there are reductions in the work force while the faculty member is on F&M leave and he/she would have lost his/her position under the institution's retrenchment policy(ies) had he/she not been on leave, there is no obligation to restore the faculty member to his/her former or equivalent position.

- F. A faculty member shall be restored consistent with current, applicable, appropriate pay, benefits and other terms and conditions of employment.

X. Medical Certification:

- A. For leaves related to serious health conditions and to child birth, the faculty member shall provide medical certification(s) from the faculty member's or family member's health care provider. The faculty member shall have fifteen (15) calendar days to obtain the medical certification unless not practicable to do so despite the faculty member's diligent good faith efforts. Such certification shall include but not be limited to:
 - 1. A statement of medical facts meeting the criteria for "serious health condition,"
 - 2. Date condition commenced,
 - 3. Regimen of treatment to be prescribed,
 - 4. The duration of absence from work,
 - 5. In the case of the faculty member's serious health condition, certification that the faculty member is unable to perform the essential functions of his/her position and prognosis of the faculty member's ability to return to his/her position,
 - 6. In the case of the faculty member's need to care for a seriously ill family member, certification of the necessity for and duration of the faculty member's presence; of the requirements of inpatient care; and of assistance for basic needs, safety and transportation,
 - 7. Title and original signature of an accredited, licensed or certified medical provider.
- B. The chief executive officer or designee may require a second medical opinion at the institution's expense. In the case of conflicting opinions, the opinion of a third health care provider, agreed upon by both faculty member and the chief executive officer or designee and obtained at the institution's expense, shall be final. The second and third opinions shall not be provided by individuals who are employed on a regular basis by the institution.
- C. The chief executive officer or designee may require reasonable recertification as the F&M leave continues, and may require a faculty member to provide periodic progress reports as to the serious health condition for which he/she is taking leave and the faculty member's ability to return to work at the end of the leave. Recertification shall not be requested more often than every thirty (30) calendar days unless the faculty member requests an extension of F&M leave, changed circumstances occur during the illness or injury, or the institution receives information that casts doubt upon the continuing validity of the most recent certification.

- D. Consistent with FMLA and other applicable laws, all medical-related documentation will be kept confidential and maintained in a file separate from the faculty member's official institutional personnel file.

XI. Intermittent or Reduced Leave:

- A. In the case of a documented medical necessity, a faculty member shall be entitled to intermittent leave and/or a reduced schedule that reduces regular hours per workday or workweek for purposes of the faculty member's or the immediate family member's serious health condition. The faculty member shall attempt to schedule intermittent leave or leave on a reduced schedule so as not to substantially disrupt the academic program or unit of which the faculty member is a part.
- B. A faculty member may be granted leave that reduces regular hours per workday or workweek for reasons of child birth, placement with the faculty member of a child for adoption or foster care, or care for a newborn child to the extent that the intermittent or reduced leave does not represent an undue hardship on the academic program or unit of which the faculty member is a part.
- C. The chief executive officer or designee may temporarily reassign a faculty member on intermittent or reduced F&M leave to an alternative position that better accommodates reduced or intermittent periods of leave.

XII. Scheduling of Treatment In Instances of Serious Health Conditions:

- A. In instances of the serious health condition of a family member or of the faculty member himself or herself, and in keeping with the requirements of the appropriate health care provider, the faculty member shall make reasonable efforts to schedule any medical treatments so as not to substantially disrupt the academic program or unit of which the faculty member is a part.
- B. During the course of the treatment and as the chief executive officer or designee deem appropriate, the faculty member may be requested to provide certification from the appropriate health care provider of the unavailability of treatment during non-work time, or at times that are less disruptive to the academic program or unit of which the faculty member is a part.

XIII. Providing Information About F&M Leave:

Regardless of the reason for the leave, a faculty member shall provide complete, accurate and

timely information related to a request for, continuation of, modification(s) to, and return from a F&M leave.

XIV. Early Return from Leave:

A faculty member interested in returning to work from a F&M leave prior to the agreed upon end of the leave date shall provide the chief executive officer or designee with a written request at least seven (7) calendar days prior to the date on which the faculty member is interested in returning. The chief executive officer or designee shall make a good faith effort to restore the faculty member to his/her former or an equivalent position as soon as possible but no later than the thirty (30) calendar days after receipt of this request.

XV. Extensions of Leave:

A faculty member may extend the date of return from a F&M leave to the extent that they have F&M leave entitlement available. A request for an extension of F&M leave shall be considered under this policy as if it was an initial request.

XVI. Failure to Return from Leave:

A. A faculty member who will not be returning to the institution at the conclusion of a leave shall notify the chief executive officer or designee in writing as soon as practicable. The chief executive officer or designee may request certification of reasons for the faculty member's failure to return to work. In the absence of written notification, failure to return from leave shall be interpreted as a resignation.

- B. If applicable, any benefit entitlement based upon length of service shall be calculated as of the faculty member's last paid day.
- C. Employer costs of any payments made to maintain the faculty member's benefit coverage when on unpaid F&M leave shall be recovered if a faculty member fails to return to work as described in **Section VII.B.**

XVII. Abuse of F&M Leave:

The chief executive officer or designee shall review, investigate and resolve suspected cases of bad faith, fraud or abuse of the F&M leave program. Cases of bad faith, falsification of documents, or fraudulent information related to the F&M leave provided to the institution, or other abuses of the F&M leave program, may result in but are not limited to: revocation of the leave, refusal to restore, recovery of institutional

costs for paid-time leave and insurance benefits premiums, and disciplinary action up to and including termination.

XVIII. Implementation Procedures:

Each chief executive officer shall identify his/her designee(s), if appropriate, for this policy; shall develop procedures as necessary, for the posting, record-keeping and implementation of this policy; shall communicate this policy and applicable procedures to faculty members of his/her USM institution; and shall forward a copy of such designations and implementation procedures to the chancellor.

{ANNUAL LEAVE FOR FACULTY ([BOR II-2.40](#))}

I. Faculty with Contracts of Less Than Twelve Months

- A. A full-time faculty member serving on an academic-year contract of less than ten months is not entitled to paid annual leave.
- B. A full-time faculty member serving on a ten-month contract is entitled to fifteen calendar days of paid annual leave which shall be the last fifteen days of the ten-month contract period, unless otherwise designated at the time of appointment. Such paid annual leave time may not be carried forward into the next fiscal year.
- C. A part-time faculty member appointed on at least a 50% of full-time basis and serving on a ten-month contract is entitled to annual leave on a pro rata basis. Such leave shall be taken as the final days of the ten-month contract period, unless otherwise designated at the time of appointment. Such paid annual leave time may not be carried forward into the next fiscal year.

II. Faculty with Twelve-Month (Fiscal-Year) Contracts

- A. A full-time faculty member serving on a fiscal contract shall earn twenty-two (22) days of paid annual leave and three (3) days of paid personal leave per calendar year. Beginning with the twenty-first year of employment, a full-time faculty member serving on a fiscal-year contract shall earn twenty-five (25) days of paid annual leave and three (3) days of paid personal leave per calendar year.
- B. Paid annual leave shall accumulate at the rate of 1.83 work days per month beginning with the first full month of employment (22 work days per year).

- C. The time taken as paid annual leave shall have the concurrence of the supervisor.
- D. Annual leave may be accumulated, but only a maximum of fifty (50) work days may be carried into a new calendar year.
- E. At the end of each calendar year, a supervisor may, through appropriate channels, recommend to the institution's Chief Executive Officer or designee that a fiscal-year faculty member be paid for days of annual leave lost because of the denial of an annual-leave request. The supervisor's recommendation for payment for lost annual leave shall be accompanied by a written explanation of why the lost annual leave was not taken at another time during the calendar year. Payment is at the discretion of the chief executive officer or designee. It is also limited to unused annual leave that is in excess of the maximum accumulation and that is lost by the employee at the end of the calendar year.
- F. A fiscal-year faculty member transferring from one University System of Maryland institution to another shall be entitled to carry into the new position all unused annual leave accumulated at the time of transfer. Fiscal-year faculty members leaving the University System of Maryland to take another State position who are not entitled to transfer accumulated leave and fiscal-year faculty members leaving State service shall be compensated for all used annual leave accumulated up to the date of resignation.
- G. For twelve-month faculty members who are paid in whole or in part from contracts or grants, constituent institutions may limit the number of days of unused annual leave for which such employees may be paid upon leaving employment in the System. Any such limit shall be made a part of the employee's written employment contract.
- H. Unused paid personal leave days may not be carried forward into the next calendar year and are not eligible for compensation upon termination.

III. Exception for Fiscal-Year Faculty Funded by Grants and Contracts

- A. For fiscal-year faculty members who are paid in whole or in part from contracts or grants, constituent institutions may limit the number of days of unused annual leave for which such employees may be paid upon leaving employment in the System. Any such limit shall be made a part of the employee's written employment contract.

- B. A part-time faculty member appointed on at least a 50% of full-time basis and serving on a twelve-month contract shall earn, use, accrue and be eligible for payment of annual and personal leave, on a pro rata basis, on the same terms available to full-time faculty members.

IV. Implementation Procedures

- A. Each Chief Executive Officer or his/her designee shall develop procedures as necessary to implement this policy and shall forward a copy to the Chancellor.
- B. Beginning in Spring, 2002, and continuing for three years, the Chancellor shall report annually to the Board of Regents, through its Committee on Education Policy, on the total cost of approved compensation for denied annual leave to faculty and exempt staff in the USM, by institution and employee category.

**Approved by the Board of Regents, January 11, 1990
Amended by the Board of Regents, December 9, 1994
Amended by the Board of Regents, February 9, 2001**

{JURY SERVICE FOR FACULTY MEMBERS ([BOR II-2.50](#))}

In the matter of faculty on jury service, Salisbury University operates under **BOR II - 2.50 UNIVERSITY SYSTEM OF MARYLAND POLICY ON JURY SERVICE FOR FACULTY MEMBERS** which is reproduced in full below.

The purpose of this policy is to establish for faculty members at USM institutions a leave category called Jury Service which permits absence from duty without loss of any pay or charge to personal or accrued annual leave.

A faculty member who is selected for jury duty shall notify the appropriate academic administrator of this selection without delay. The faculty member shall be permitted to be absent without loss of pay or charge to any leave for the day(s) of jury service. Upon request, the employee shall be responsible for providing documentation which verifies attendance. If, after reporting for jury duty, it is determined that the individual's services are not required and the individual is dismissed for the day, then the individual, time permitting, is required to return to the job.

{SICK LEAVE ([BOR VII-7.45](#))}

Salisbury University will utilize the following procedures in implementing this policy.

1. The University will no longer tabulate each occurrence of the use of sick leave, or

routinely require sick slips for the medical provider for absences due to illness, injury doctor's appointments, etc. This does not, however, relieve employees of the responsibility to notify their supervisor at regular and reasonable intervals in the event of a prolonged absence. The Human Resources Office will be reviewing the usage of sick leave on a periodic basis and following up with the supervisor and the employee if it appears that the arrangement is being abused. There may be then be situations where, in order to assure medical attention for an employee or to prevent the abuse of sick leave, the University may require certification from a medical provider authenticating the need for the employee to use accrued sick leave. Such certification may be required in accordance with the Sick Leave Monitoring Program.

NOTE: In the interest of maintaining good health, the University highly recommends that employees seek medical attention if the illness persists for more than three (3) days and subsequently provide documentation of the visit upon their return to work.

2. Employees will be permitted to use up to fifteen (15) days of accrued sick leave during any one calendar year for medical care of a family member. The University may require an employee to provide certification authenticating the need for the employee to use sick leave to care for the ill family member.
3. Employees may use up to 30 days of accrued sick leave to care for a child immediately following birth or placement of the child with the employee for adoption. It is expected that the employee would provide written notification to the department as soon as the expected delivery date or adoption date becomes known.
4. Employees who sustain temporary, recoverable illnesses but are unable to return to work after using up all other types of accrued leave may continue to request, subject to the conditions outlined in the policy, both Advance and Extended sick Leave. Forms for this purpose may be obtained from the Human Resources Office.
5. In the vent that Advanced Sick Leave is borrowed by the employee, both sick leave and annual leave will be used to pay it back. This will be done by taking back 50% of the amount of sick and annual leave that would otherwise be available to the employee each

pay period, and applying it to the outstanding balance.

If you have any questions about the above procedures, please contact the Human Resources Office. A complete copy of the sick leave policy is listed below for your convenience.

Policy on Sick Leave

I. Purpose and Applicability

This policy governs the accrual and use of sick leave, and applies to all regular Nonexempt and Exempt employees of the University System of Maryland.

II. General

- A. Sick leave is paid leave granted to employees in an effort to provide some protection against the loss of earnings due to absences for health and allied reasons.
- B. A full-time employee shall earn sick leave at the rate of 15 workdays per year. Employees who are appointed at least 50% time shall earn sick leave on
- C.
- D. a pro rata basis. Sick leave is accumulated and carried forward from year to year without limit.
- E. An employee may use on a continuous basis earned leave (sick, annual and personal leave), advanced sick leave, extended sick leave, leave granted through the leave reserve fund, or unpaid family medical leave, as needed for personal illness.
- F. An employee may request that his/her illness, injury, or disability occurring during a period of annual or personal leave be charged to sick leave. Verification of such illness, injury, or disability may be required by the Chief Executive Officer or designee as provided in Section IV. of this policy.
- E. Sick leave shall be granted by the Chief Executive Officer or designee when an employee is absent because of:
 1. Illness, injury, or disability of the employee.
 2. A pre-scheduled and approved, or emergency medical appointment, examination, or treatment for the employee with an accredited, licensed or certified medical provider listed in Section IV.C of this policy that cannot be scheduled during non-work hours.
 3. Illness or injury in the employee's immediate family and medical appointments,

examinations or treatments for the immediate family member with an accredited, licensed or certified medical provider listed in Section IV.C of this policy that cannot be scheduled during non-work hours.

- a. Immediate family as used in this section of the policy shall mean a spouse, child, step-child, grandchild, mother, father, mother-in-law, father-in-law, brother, sister, grandparent, brother-in-law, sister-in-law, or legal dependent of the employee irrespective of residence. Use of sick leave shall also be granted to care for any other relative who permanently resides in the employee's household for whom the employee has an obligation to provide care. The Chief Executive Officer or designee may require an employee to provide certification by a medical provider listed in Section IV.C of this policy to demonstrate this obligation or to authenticate the need for the employee to care for the ill family member.
 - b. Up to fifteen (15) days of accrued sick leave shall be granted by the Chief Executive Officer or designee during any one (1) calendar year for medical care of a family member.
4. Death of a relative
- a. For the death of a close relative, the Chief Executive Officer or designee shall grant the use of up to three (3) days of accrued sick leave. If the death of a close relative requires an employee to travel requiring staying away from home overnight, upon request the Chief Executive Officer or designee shall grant the use of up to a maximum of five (5) days of accrued sick leave for this purpose.
 - b. Close relative as used in this section of this policy shall mean a spouse, child, step-child, mother, father (or someone who took the place of a parent), mother-in-law, father-in-law, grandparent of the employee or spouse, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or other relative who permanently resided in the employee's household.
 - c. The Chief Executive Officer or designee shall grant the use of up to a maximum of one (1) day of sick leave for reasons

related to the death of the employee's or his/her spouse's aunt, uncle, niece, and nephew.

5. Pregnancy-related disabilities, childbirth, and immediate recovery there from
 - a. A female employee may request the use of accrued sick leave for any period of time related to temporary disability during pregnancy or related to childbirth and immediate physical recovery there from.
 - b. A female employee planning to request the use of sick leave for the purposes listed in this subsection shall be governed by the provisions of this policy.
 - c. The employee shall keep the Chief Executive Officer or designee informed of any changes to her condition, which affect the length of time, that she will need to be away from work.
6. Birth of a child or placement of a child with the employee for adoption
 - a. Up to a maximum of 30 days of accrued sick leave may be used to care for a child immediately following the birth of a child or placement of the child with the employee for adoption. In the case of an adopted child, sick leave is only available in connection with a formal adoption and shall be granted only if the employee making the request is the person having primary responsibility for furnishing the care and nurture of the adoptee. In the event that both parents are USM employees, sick leave to care for the child, as provided under this section, is available to only one parent.
 - b. The Chief Executive Officer or designee shall grant the employee's request if the employee has furnished satisfactory documentation of the birth of the employee's child or an agreement of placement for adoption.
- F. An employee who returns to regular USM service within two years of separation shall have the unused sick leave earned during the prior service restored, provided the employee returns to a position eligible to earn sick leave.

III. Directed Use of Sick Leave/Medical Examinations

- A. The Chief Executive Officer or designee, in accordance with the institution's policy on Family and Medical Leave, may direct an employee to use

accrued sick leave if he/she determines that an employee is unable to perform the responsibilities of his/her position due to illness, injury or disability.

B. While in either active work status or on any type of employee-related sick leave, an employee may be required to undergo a medical examination(s) and evaluation(s), and may be required to provide verification of fitness for duty, as directed by the Chief Executive Officer or designee to ascertain whether the employee is able to regularly and routinely perform the responsibilities of his/her position.

1. If the examination is conducted by a physician selected by the USM institution, the institution shall bear the costs of such medical examination. The employee may, however, see his/her own physician at the employee's own cost.
2. If the examination(s) reveal that an employee is unable to regularly and routinely perform the responsibilities of his/her position, action may be taken by the Chief Executive Officer or designee in accordance with policies on voluntary separation, termination, reasonable accommodation, modified duty or disability retirement, if applicable.
3. In cases where there is a conflict between the evaluation, prognosis, diagnosis or recommendation of the employee's personal health care provider and the physician selected by the USM institution, the Chief Executive Officer or designee may choose which health care provider's report to follow; or may require subsequent medical examinations and evaluations in deciding what steps should be taken regarding the employee's sick leave status or continued employment. If subsequent medical examinations and evaluations are required, the expense of such shall be borne by the USM institution. The decision of the CEO or designee is final.

IV. Verification of Absences Charged to Sick Leave

- A. In order to assure medical attention for an employee or to prevent the abuse of sick leave usage, the Chief Executive Officer or designee may require an employee to submit verification of the use of accrued sick leave, advanced or extended sick leave.
- B. Verification may include but may not be limited to:

1. A written statement from the medical provider (as listed in Section IV.C of this Policy) indicating that the employee is required to be absent from work due to illness;
2. The duration of absence from work;
3. Prognosis of employee's ability to return to work;
4. Title and original signature of an accredited, licensed or certified medical provider; and
5. Any other information necessary to verify that the employee's use of sick leave is in accordance with this policy;

C. Medical verification as outlined in this Policy may be obtained by an accredited Christian Sciences practitioner, or by the appropriate of any of the following licensed or certified medical providers:

1. Physician;
2. Physical Therapist;
3. Clinical Psychologist;
4. Dentist;
5. Oral Surgeon;
6. Chiropractor;
7. Podiatrist;
8. Certified Nurse Practitioner;
9. Certified Nurse-Midwife; or
10. Licensed Certified Social Worker-Clinical

V. Advanced Sick Leave

A. An employee who sustains a temporary, recoverable illness, injury or serious disability may request advance use of sick leave subject to the following four conditions:

The employee shall:

1. have completed six months of continuous USM service;
2. have completed an original probation period, if applicable;
3. have exhausted all other types of accrued leave; and

4. have a satisfactory record of sick leave usage and work performance.
- B. Advanced sick leave is not an entitlement. The granting of requests for advanced sick leave shall be at the discretion of the Chief Executive Officer or designee.
- C. Advanced sick leave shall not be granted in instances where the illness or injury or disability occurred on the job, and the employee has been granted accident leave or temporary total disability benefits by the Workers' Compensation Commission.
- D. Written requests for advanced sick leave shall be submitted to the Chief Executive Officer or designee and shall be supported by written verification by an accredited, licensed, or certified medical provider as outlined in Sections IV.B and IV.C of this policy.
- E. Sick leave may be advanced at the rate of fifteen (15) working days per year of service to a maximum of sixty (60) working days in any one calendar year.
- F. The use of advanced sick leave constitutes a debt for which payment shall be enforceable upon the employee's return to work or upon the employee's separation from employment, whichever is earlier. Upon return to work the minimum rate of payback for advanced sick leave shall be at one-half the rate that sick leave and annual leave is earned. An employee may elect to pay back advanced sick leave by applying any earned leave or by reimbursing the USM with cash.
- G. Annual, sick and holiday leave earned, and personal leave credited while on advanced sick leave shall be applied as earned/credited.
- H. Additional requests for advanced sick leave will not be granted until all previously granted advanced sick leave has been repaid. The only exception to this provision is in cases where the maximum amount of advanced sick leave had not been requested originally and additional advanced sick leave, consecutive to that already granted, is needed to cover the employee's continued absence arising from the original illness, injury or disability.
- I. The CEO or designee may refer an employee who is on advanced sick leave as follows:
 1. The employee may be referred to an USM institution-named physician for periodic examinations to determine the nature and extent of the illness, the employee's progress toward recovery, the length of time necessary

for recovery, and an estimated date of return to work.

2. If there is a conflict between the employee's physician and the USM institution-named physician, the provisions of Section III.B.3 shall apply.

VI. Extended Sick Leave

- A. An employee who sustains a temporary, recoverable illness, injury or serious disability may request extended sick leave, subject to the three following conditions:
The employee shall:
 1. have been in USM and/or State service for at least five years;
 2. have exhausted all types of accrued leave and advanced sick leave; and
 3. have a satisfactory record of sick leave usage and work performance.
- B. Extended sick leave is not an entitlement. The granting of requests for extended sick leave shall be at the discretion of the Chief Executive Officer or designee.
- C. The maximum cumulative total of extended sick leave available to an employee while in USM or State service is 12 work months (52 work weeks).
- D. Annual, sick and holiday leave earned, and personal leave credited while on extended sick leave shall be applied as earned/credited.
- E. Written requests for extended leave shall be submitted to the Chief Executive Officer or designee and shall be supported by written verification by an accredited, licensed or certified medical provider as outlined in Sections IV.B. and IV.C. of this Policy.
- F. The CEO or designee may refer an employee who is on extended sick leave as follows:
 1. The employee may be referred to an institution-named physician for periodic examinations to determine the nature and extent of the illness, the employee's progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work.
 2. If there is a conflict between the employee's physician and the institution-named physician, the provisions of Section III.B.3 shall apply.

VII. Other

For other related policies, please see Policy on Leave Without Pay, Policy on Leave Reserve Fund, Policy on Family and Medical Leave, and Policy on Accident Leave.

Implementation Procedures

Each Chief Executive Officer shall identify his/her designee(s) as appropriate for this policy; shall develop

procedures as necessary to implement this policy; shall communicate this policy and applicable procedures to his/her institutional community; and shall forward a copy of such designations and procedures to the chancellor.

Replacement for:

UM-BOR III - 11.00, Sick Leave Policy for Full-Time Faculty Members and for Administrators of Academic Programs. (Note: USM II - 2.30 approved by BOR to cover faculty only.)

Approved December 5, 1997