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Recommended Citation

Southern Illinois University Edwardsville, "Edwardsville Bulletin: September 3, 1976" (1976). *SIUE "Bulletin"*. 135.

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Edwardsville Bulletin

news releases

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 8, No. 40
September 3, 1976

FACULTY AND ADMINISTRATIVE STAFF SICK LEAVE AND DISABILITY BENEFIT POLICY

As of July, 1976 the Board of Trustees has approved a new sick leave and disability benefit policy for employees on the payroll as of July, 1976, which provides for:

- I. 60 calendar days of sick leave per year (non-accumulative).
 - II. Extended disability leave (accumulative) as follows -
 - a. 10 calendar days per year of service prior to July 1, 1974.
 - b.
 1. 20 calendar days for employees with service less than five years prior to July 1, 1974.
 2. 24 calendar days for employees with service of 5 to 15 years prior to July 1, 1974.
 3. 30 calendar days for employees with service of 15 years or more prior to July 1, 1974.
 - c. 10 calendar days for all faculty/administrative staff employees for each year subsequent to July 1, 1976.
 - III. The maximum accumulation of combined sick leave and disability benefits is 300 calendar days.
 - IV. Any usage of accumulated leave reduces the available accumulation.
 - V. Any unused sick leave at time of retirement is applicable toward service credit for retirement annuity benefits.
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SICK LEAVE POLICY -- Administrative Guidelines (from Edwardsville Bulletin, Vol. 7, No. 10, July 2, 1975)

By Board of Trustees policy, every member of the faculty and administrative staff is entitled to 60 calendar days of sick leave in each contract year.

All sick leave utilized in excess of seven (7) consecutive calendar days must be certified from the first day of illness to the Assistant Vice President for University Personnel Administration's office with a physician's statement.

If it becomes necessary for a member of the faculty or administrative staff to utilize extended sick leave and disability benefits beyond 60 calendar days in any contract year, notification should be sent, through the fiscal officer to the Assistant Vice President for University Administration, indicating utilization of accumulated leave as provided by Board policy.

Each fiscal officer will submit a year-end report to the Assistant Vice President for University Personnel Administration no later than 30 days following the close of each fiscal year, showing how each faculty and administrative staff member utilized sick leave.

All absences, of whatever duration, due to illness are to be reported by the faculty or administrative member to the appropriate fiscal officer on the Faculty-Administrative Staff Absence Report form.