

UNIVERSITY RULE

31.03.02.M1

Sick Leave

Approved May 1, 1997

Revised February 15, 2010

Next scheduled review: February 15, 2013

Rule Statement

Regular employees are eligible to apply for sick leave with pay, without pay, sick leave pool hours, Family and Medical Leave Act (FMLA), and Parental Leave subject to the restrictions listed here and in *System Regulation 31.03.02, Sick Leave*.

Reason for Rule

This rule is provided to explain the proper administrative guidelines, accounting, and employee eligibility in regard to Sick Leave provided by Texas A&M University.

Definitions

Regular Employees - are defined as those budgeted by name for 50 percent or more time for at least four and one-half months, excluding students holding positions for which student status is a requirement for employment.

Rule and Responsibilities

1. APPROVAL OF SICK LEAVE
 - 1.1 Sick leave with pay requests must be submitted to the department/unit head for approval. Department/unit heads may further delegate this authority.
 - 1.2 Sick leave without pay requests must be submitted to the department/unit head for approval.
2. ACCOUNTING FOR SICK LEAVE

- 2.1 Departments will maintain employees' leave records using an accurate leave maintenance system, with leave information readily accessible to employees. The leave maintenance program will document the number of leave hours applicable to FMLA or Parental Leave. (For more information see [System Regulation 31.03.05: Family and Medical Leave](#))
- 2.2 Physicians' statements and other medical documentation will be filed in confidential medical files, separate from employees' official personnel files.

3. NOTIFICATION, APPLICATION, AND DOCUMENTATION PROCESS

Employees requesting to be absent from their job will follow the notification, application and documentation procedures outlined in [System Regulation 31.03.02: Sick Leave](#).

- 3.1 Employees absent from work for more than three continuous days due to their own or a family member's medical condition must provide the department head or designee with a physician's statement indicating the cause or nature of the illness and the estimated recovery date. This requirement is best satisfied using the [Certification of Physician or Practitioner](#) form; however, this requirement may be satisfied if all necessary information mentioned in this subsection is included in a letter, note, or other physician's statement. Employees may submit a written statement of the facts concerning the illness in lieu of a physician's statement subject to the department head's approval.
- 3.2 Employees absent from work for more than three continuous days due to their own medical condition may be required to submit a certificate from the attending physician stating that they are released to return to work and specifying what limitations, if any, exist regarding their ability to perform normal duties. This may be required where medical statements are unclear as to a return-to-work date or if the employee, in the supervisor's judgment, is ill or injured and continued work would create a substantial risk to the employee and/or co-workers.
- 3.3 The department/unit head, or designee, may require a physician's statement for absences of three working days or less if evidence of leave abuse or questionable use of sick leave is documented. This documentation requirement must be presented to employees through appropriate counseling or other disciplinary action. For guidance, contact Employee Relations at (979) 862-4027.

4. PARENT TEACHER CONFERENCES

Employees may use up to eight hours of sick leave each fiscal year to attend parent-teacher conferences for their children in pre-kindergarten through 12th grade. Employees who have more than one child in these grades are limited to a total of eight hours of sick leave per fiscal year for such conferences. Employees must provide reasonable advance notice of need for this leave.

5. ADOPTION OF A CHILD

Employees who adopt a child younger than three years of age may use up to six weeks of earned sick leave following the adoption.

6. ELIGIBILITY FOR CONTINUATION OF GROUP INSURANCE BENEFITS

For eligibility information for continuing group insurance while on approved sick leave without pay, see [System Regulation 31.02.02: Group Insurance Programs](#).

7. SICK LEAVE POOL

Employees who exhaust all sick leave, vacation leave, and earned Fair Labor Standards Act (FLSA)/state compensatory time because of their own or an immediate family members' catastrophic illness or injury may be eligible for [sick leave pool benefits](#). (For more information, see [System Regulation 31.06.01: Sick Leave Pool Administration](#).)

8. PARENTAL LEAVE

Under certain circumstances, employees are entitled to parental leave of absence for the birth of a child or adoption, or placement for foster care, of a child under three years of age. (For more information, see [System Regulation 31.03.05: Family and Medical Leave](#))

9. FAMILY AND MEDICAL LEAVE

Eligible employees may take up to 12 weeks of leave during a fiscal year because of the following reasons: (1) the birth of a child; (2) the adoption, or placement for foster care, of a child; (3) to care for a child, spouse, or parent with a serious health condition; or (4) a serious health condition of the employee. Family and medical leave runs concurrently with paid and unpaid leave. (For more information, see [System Regulation 31.03.05: Family and Medical Leave](#).)

Related Statutes Policies

Policy 31.03: Leaves of Absence

<http://policies.tamus.edu/31-03.pdf>

Regulation 31.03.02: Sick Leave

<http://policies.tamus.edu/31-03-02.pdf>

Regulation 31.03.05: Family and Medical Leave

<http://policies.tamus.edu/31-03-05.pdf>

Regulation 31.06.01: Sick Leave Pool Administration
<http://policies.tamus.edu/31-06-01.pdf>

Regulation 31.02.02: Group Insurance Programs.
<http://policies.tamus.edu/31-02-02.pdf>

Contact Office

For information or clarification on this Rule contact [Human Resources, Benefit Services](#) at (979) 845-4170 or by email at hrcompbenefits@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources](#)