

**SICK LEAVE for Student Workers**  
***January 2018; Revised March 2019; Updated August 2019***

The university provides paid sick leave to student workers in accordance with the terms of this policy and applicable law. As used herein, the term “student workers” includes all non-exempt student employees.

Student workers employed by the university are entitled to use paid sick leave for the following reasons:

- Leave for the student’s illness, injury or medical condition or for medical treatment or care.
- To provide care to a designated family member of the student with an illness, injury or medical condition or who needs preventative medical care or treatment.
- For leave related to domestic violence, sexual assault or stalking affecting the student or the student’s family or household member.
- When a student’s place of employment or student’s child’s school or place of care has been closed for a health-related reason, not including inclement weather.

For the purposes of this policy, a designated family member of a student includes a student’s child, including a biological or adopted child, step-child, foster child, de facto child, or ward of the student; the student’s legal spouse or registered domestic partner; the student’s parent, including a step-parent, legal guardian of the student or de facto parent of the student, or a parent of the student’s spouse or registered domestic partner; a grandparent or grandchild; or the student’s sibling.

Accrual and Carry-Over of Sick Leave

Student workers accrue sick leave at a rate of one hour for each 40 hours worked. Paid sick leave does not accrue on hours paid while students are not working, such as during the use of paid sick leave and any other time off work.

Student workers begin to accrue sick leave on the first day of employment, and may begin using accrued sick leave on the 90<sup>th</sup> calendar day after employment commences. Student workers are eligible to carry-over up to 40 hours of accrued sick leave into the following fiscal year. The university’s fiscal year runs from June 1 – May 31.

Student workers are required to record the use of sick leave on their time sheet. Sick leave may be used and recorded in increments of 15 minutes.

Paid sick leave will be compensated at a student worker’s regular rate of pay, and students will be notified at least monthly of their current paid sick leave balance available for use, as well as the amount of paid sick leave accrued and used since the last paid sick leave notification.

### Notice Requirements

For foreseeable leave, student workers must provide at least 10 day notice to their supervisor of the need for planned leave. If the need for leave is unforeseeable, the student worker must provide notice as soon as possible to their supervisor before the start of their scheduled shift, unless it is not practicable to do so.

The use of paid sick leave under the terms of this policy constitutes an excused absence and will not be the basis for any adverse employment action.

### Reinstatement of Accrued Sick Leave upon Rehire

The university does not compensate student workers for unused sick leave at separation of employment. If a student worker leaves university employment and is rehired in within 12 months, the student's accrued sick leave balance will be reinstated and the student worker's previous period of employment will be used for determining the student worker's eligibility to use sick leave.