SICK LEAVE

I. Definition

Sick leave is a benefit available to University employees who are employed half-time or greater and on at least a nine-month appointment period.[1] Paid sick leave is not granted as vacation leave and can be used only when: (1) the employee is unable to perform the employee's regular duties because of sickness or injury, (2) for treatment by or consultation with a licensed health care provider, or (3) to bond with the employee's child (including an adopted child) or child placed for foster care within 12 months following a birth, adoption, or placement for foster care.

Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the employee's parent, sibling, spouse, child (including an adoptive child), grandparent, grandchild, in-law, or any individual acting as a parent or guardian of the employee. Serious illness for the purpose of this policy includes pregnancy- and maternity-related health conditions.

II. Requests for Sick Leave

An employee shall be required to furnish to his or her supervisor a certificate from an attending health care provider for five or more consecutive days of sick leave and may be required to furnish a certification for purposes of the Family and Medical Leave Act (FMLA) for a serious health condition of the employee or family member that continues for three or more consecutive days or acceptable documentation of a birth, adoption, or placement for foster care. An employee may also be required to provide a medical certification for other absences under a campus, division or unit attendance policy reviewed by the Office of General Counsel. A certificate from a Christian Science practitioner listed in the Christian Science Journal may be submitted in lieu of a physician's certificate.

Each campus, division, or unit is authorized to establish and enforce policies requiring employees to make timely notification to supervisors in the event that unscheduled sick leave is required, and regarding return-to-work procedures.

Requests for sick leave shall be submitted in advance, unless the circumstances make this impracticable. In that event, a request for sick leave must be submitted within two days after the employee returns to work.

III. Sick Leave Accrual

An eligible, full-time (100%) employee accrues sick leave at the rate of eight hours for each complete month of service, up to a maximum annual carryover of 960 hours. Eligible

[1] Medical residents employed at UAMS are subject to the UAMS sick leave policy set out in the Resident Handbook established through the Graduate Medical Education Resident/Fellows program.

employees working less than full time accrue sick leave in the same proportion to time worked.

Sick leave may not be accumulated during a leave without pay when such leave totals ten or more days within a calendar month.

When an employee is laid off due to budgetary reasons or curtailment of University activities and within six months again becomes an employee of the University, accrued sick leave may be restored to his/her credit.

IV. Use of Accrued Sick Leave

A. General

Sick leave is granted on a basis of work days and not calendar days. It is deducted from the employee's accrued sick leave in increments of not less than one-fourth hour. Non-workdays such as weekends and holidays when the employee would not ordinarily work falling within a period of sick leave are not charged as sick leave.

Sick leave may be granted only for a period when the employee is in an appointed status. For the purpose of this policy, academic employees who are in paid status during the summer term will be considered to be in appointed status. For academic employees on less than a 12-month appointment, sick leave that begins during the Spring Semester shall not extend into the Summer Session and may resume in the Fall Semester if the employee is otherwise eligible for sick leave and has received a benefits eligible appointment for the Fall Semester.

Absence due to illness or disability, except in case of leave for pregnancy- or maternity-related health conditions, is charged first to sick leave, and next to any remaining available leave in the order dictated by payroll procedures.

B. Worker’s Compensation and FMLA

An employee who is absent from work due to a temporary occupational injury or illness and who is entitled to Worker's Compensation Benefits may, upon proper application, utilize their accrued sick leave as a supplement to Worker's Compensation so as to receive weekly benefits from both sources equal to but not in excess of their normal weekly pay at the time of the injury or onset of illness. This option, when exercised, will reduce the employee's accrued sick leave on a basis proportional to the sick leave pay being claimed. An employee receiving Worker's Compensation benefits for a permanent disability is also eligible to utilize accrued sick leave.

Sick leave shall run concurrently with leave taken under the Family and Medical Leave Act.

C. Maternity-Related Health Conditions

Sick leave may be taken for pregnancy- and maternity- related health conditions and will be treated as any other leave for sickness or disability except that: (1) no health care provider certification will be required for the first four weeks following the birth of the child, and (2) the employee taking leave for a pregnancy- or maternity- related health condition may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Upon return from leave the employee will be given the same or comparable position to the one occupied prior to the leave. The employee is expected to provide the employee's supervisor as much notice as possible prior to beginning leave for a pregnancy- or maternity-related health condition, and at least two weeks' notice prior to returning to work from pregnancy- or maternity- related leave. Both notices must be in writing.

D. Bonding with a Child

The use of sick leave to bond with a child may only be used concurrently with Family and Medical Leave when an employee is eligible for FMLA. An employee who is not eligible for FMLA because the employee has not worked for the University for at least 12 months may use sick leave to bond with a child.

When an employee takes Family and Medical Leave for the birth or adoption of a child or placement of a child for foster care, the employee may use any combination of accrued sick leave, annual leave, or leave without pay that the employee designates. Upon return from leave the employee will be given the same or comparable position to the one occupied prior to the leave. The employee is expected to provide the employee's supervisor as much notice as possible prior to beginning leave to bond with a child, and at least two weeks' notice prior to returning to work from leave to bond with a child. Both notices must be in writing.

V. Payment for Accrued Sick Leave at Retirement

Employees who retire receive no payment or other compensation for accrued sick leave.

January 28, 2026 (Revised)
May 25, 2023 (Revised)
May 27, 2021 (Revised)
May 21, 2020 (1-31-19 temporary provisions removed—time period expired)
January 31, 2019 (originally part of BPs 420.1 and 420.2)