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4.1 Sick Leave With Pay

4.1.1 The University provides sick leave with pay for permanent staff and EHRA employees, both full-time and part-time. Part-time employees must be scheduled regularly at least twenty hours each work week in a permanent position. Temporary employees whether full-time or part-time, are not eligible for sick leave with pay. Teaching faculty are not eligible to earn sick leave. ASU will use the following procedures to administer the sick leave policy as outlined in the State Personnel Manual under [Sick Leave](#).

1. Human Resources will be responsible for tracking and administering the sick leave policy.
2. Employees in active pay status will automatically earn sick leave each month. Sick leave balances will be displayed on the employee's pay stub as well as in Banner. Employees may access their sick leave balances by logging into Employee Self Service or checking with the appropriate department person who handles the monthly leave report.
3. Employees will notify their supervisor as soon as possible when out sick or if they know of an upcoming event that will require them to use sick time.
4. Supervisors may request a statement from a medical doctor or other acceptable proof of an illness in an effort to avoid abuse of sick leave privileges
5. Any sick time used will be recorded as SIK on the time sheet.
6. Sick leave is cumulative indefinitely.
7. As of December 31, of each year all vacation time in excess of 240 will be transferred to each employees sick leave bank. This is a programmatic process and will be completed by Human Resources each year.
8. Employees on Worker's Comp. will have an adjustment done to their sick leave bank. This adjustment will be done by Human Resources and submitted to the payroll department for processing.
9. Supervisors may at their discretion forward sick leave time to an employee. This amount may not exceed the amount that they would earn through the end of the calendar year.
10. If the forwarded leave time is not earned back by the end of the calendar year then other leave banks with positive balances may be charged or the employee will be docked on employees next paycheck. Comp time balances will be the first leave to be credited if a negative sick leave balance is present, then vacation time, then vacation bonus time if comp time is not available. Human Resources will be responsible for handling this process and alerting payroll to any issues relating to pay.

4.2 Employees Terminating Employment

4.2.1 Procedure for Employees who are terminating employment but not going to another State Agency:

1. Employees who resign their positions at ASU or who are involuntarily terminated will not be paid out for any unused sick leave time.
2. If an employee returns to State service within 5 years then Human Resources will verify unused sick leave time and do an adjustment and submit it to payroll for all unused sick leave to be put back on the books.
3. Human Resources will complete a leave work up and PD-105 which will be submitted to payroll for processing.

4.3 Employees Transferring To/From Another State Agency

4.3.1 Procedure for Employees who are transferring to/from another State Agency:

1. Human Resources will work diligently with other State agencies in verifying unused sick balances for employees coming to work at ASU. Once proper documentation has been obtained from the sending State agency, Human Resources will do a leave adjustment to be sent to payroll for processing. This time will show on the employee's record once proper

documentation has been received.

2. For employees leaving ASU, Human Resources will complete an official document from the receiving State agency giving verifying the unused sick leave at time of transfer. These forms will be completed and returned in a timely manner after receipt.
3. A leave work up and PD-105 will be completed by Human Resources and submitted to payroll for processing.

4.4 Employees Retiring (TSERS Retirement System)

4.4.1 Procedure for Employees who are retiring and participate in the TSERS retirement system:

1. Employees who retire under the TSERS plan will not be paid out for any unused sick leave, but all unused sick leave will be converted to retirement service credit with the State Retirement System. Each 20 days of sick leave will count for an additional one month of service. The reporting of this time will be completed by the Human Resource Department.
2. Human Resources will complete a leave work up and a PD-105 and submit it to the Payroll office for processing.

4.5 Employees Retiring (ORP)

4.5.1 Procedure for Employees who are retiring and participate in the ORP.

1. Employees who retire under the ORP plan (Optional Retirement Plan) will not be paid out for any unused sick leave and will not receive any type of service credit. This time will be lost upon retirement.
2. Human Resources will do a leave work up and submit it to the Payroll office for processing.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates