

Navigating Faculty Sick Leave



Our Session Will Cover:

- SPG 201.11-1 including the five-year lookback/renewal for extended sick time with examples
- Sick pay for LEO Lecturers and LEO-GLAM LACs
- Sick time tracking
- Vacation and unpaid medical leave related to faculty sick leave
- The role of Work Connections and the units
- Resources



SPG 201.11-1: Sick Leave Plan Academic Appointments

Applies to: Instructional faculty not covered by a collective bargaining unit, research professors and research scientists

SPG 201.11-1: Sick Leave Plan

Academic Appointments

- **Short-term sick time – all ranks**
 - Up to 3 calendar weeks per year upon hire
 - Includes adjunct clinical instructional and visiting instructional faculty (supplemental faculty)
 - Personal illness, injury, preventative care, family care

SPG 201.11-1: Sick Leave Plan Academic Appointments

Extended sick: 1 to <10 yos – all <u>regular</u> ranks		
U-Year, U-Year D Appointments	4.5 mos/full pay AND 4.5 mos/half pay	OR 6.75 mos/full pay
12 Month Appointments	6 mos/full pay AND 6 mos/half pay	OR 9 mos/full pay

Faculty member makes decision to continue at full pay or go to half pay.

SPG 201.11-1: Sick Leave Plan

Academic Appointments

Extended sick: 10+ yos - senior ranks only

Senior ranks	Professor, Associate Professor Clinical Professor, Clinical Assoc Prof Research Professor, Research Assoc Prof Research Scientist, Assoc Research Scientist	
U-Year, U-Year-D Appointments	9 mos/full pay AND 9 mos/half pay	OR 13.5 mos/full pay
12 Month Appointments	12 mos/full pay AND 12 mos/half pay	OR 18 mos/full pay

Faculty member makes decision to continue at full pay or go to half pay.



SPG 201.11-1: Sick Leave Plan

Academic Appointments

- **Short-term sick**
 - Renews annually on anniversary date (campus) or fiscal year (MM)
 - Does not accrue; use/lose
 - Proportional to effort
- **Extended sick**
 - Five-year lookback applies for renewal
 - Proportional to effort
 - Does not include supplemental faculty (visiting, adjunct clinical)
 - Covers pay during regular appt period (U-Yr, 12 mos)
 - Does not cover summer appointments for U-Yr faculty

LEO Lecturers

Article XXXII: Sick Pay

- All Lecturers are eligible for up to 3 calendar weeks **short-term sick pay** upon hire
 - Illness, injury, preventative care or family care (spouse, other qualified adult (OQA), child, sibling, parent, grandparent, other related individual whose care is responsibility of Lecturer, spouse or OQA)
 - Proportional to effort
 - Renews annually on anniversary date or fiscal year (MM)
 - LSA renewal = January 1



LEO Lecturers

Article XXXII: Sick Pay

Extended Sick Pay – Lecturers II, III, IV		
U-Year, U-Year-T, U-Year D Appointments	2 yrs continuous service, >10 yos	4.5 mos/full pay AND 4.5 mos/half pay
	10+ yrs continuous service	9 mos/full pay AND 9 mos/half pay
12 Month Appointments	2 yrs continuous service, >10 yos	6 mos/full pay AND 6 mos/half pay
	10+ yrs continuous service	12 mos/full pay AND 12 mos/half pay
Extended Sick Pay - Lecturer Is		
Per Term/U-Yr-T	2+ yrs continuous service	1 semester/full pay AND 1 semester/half pay

LEO GLAM LACs

Article XXIII: Medical & Family Leaves

- All LACs are eligible for 3 calendar weeks **short-term sick leave** upon hire
 - Illness, injury, preventative care or family care (care for family member whose condition meets eligibility criteria), domestic violence or sexual assault
 - Renews annually on anniversary date

LEO GLAM LACs

Article XXIII: Medical & Family Leaves

- **Extended sick pay**
 - All LACs with one year of service
 - Up to 6 mos/full pay and 6 mos/half pay
 - Five-year lookback applies for renewal



Extended Sick Look Back and Renewal

- For each incident of incapacity, look back 5 years to determine how much (if any) extended sick time used.
 - Used none = full balance available
 - Used some but not all = remaining balance at time of current incapacity available
 - Exhausted all = balance renews when no extended sick time used for 5 years
 - Long-term disability does not impact look back

Extended Sick Look Back and Renewal

Example: Partial balance available

WC confirms current date of incapacity	Totally disabled	9/1/2022
Unit checks tracking mechanism	Look back 5 years prior to current date of incapacity	9/1/2017
U-Yr full prof w/10+ yos used 4.5 mos/full pay	Sick time use in past 5 years for prior incapacity	9/1/2018 - 12/31/2018
Partial balance available for current incapacity	4.5 mos/full pay + 9 mos/half pay OR 9 mos/full pay	

Extended Sick Look Back and Renewal

Example: Balance exhausted

WC confirms date of current incapacity	Totally disabled	6/1/2022
Unit checks tracking mechanism	Look back 5 years prior to current date of incapacity	5/31/2017
12 month clinical asst prof used 6 mos/full pay + 6 mos/half pay	Exhausted balance from prior incapacity w/in past 5 years	6/1/2018 - 5/31/2019
	Look ahead 5 years from end date of prior incapacity to determine renewal date	6/1/2019 - 5/31/2024
	Full balance renews	6/1/2024



Tracking Sick Time

Instructional Faculty Appointments

- Instructional faculty do not report time
 - Units are responsible for tracking short-term and extended sick time
- Internal controls requirement
- LTD considerations



Timekeeping for Primary Appointments

- All primary faculty are required to report exception time
 - Research faculty, Librarians, Curators, Archivists
- Timekeeping system cannot renew extended sick banks on five-year lookback
 - Units are responsible for tracking short-term and extended sick time
 - Internal controls requirement
 - LTD considerations
 - Overpayment of extended sick time



Vacation* and Unpaid Medical Leave

*12-month faculty only

- At the request of the faculty member, after their available sick leave income is exhausted, units may charge a continued absence from work covered by SPG 201.11-1 against any available vacation time.

If a faculty member exhausts all available sick and vacation time before being released to return to work or being moved to LTD, unpaid medical leave may be used.

- Partial vs. full unpaid medical

SPG 201.30-6: Paid Maternity (Childbirth) and Parental Leaves

All regular faculty eligible

- Includes LEO Lecturers and LEO GLAM – LACs per CBAs
- Maternity leave: up to 6 weeks following birth event
- Parental leave: up to 6 weeks for use within 12 months of event
 - Parental leave eligibility requires 6 months of service at time of event
- Maternity & parental leave tracked locally for faculty who do not report time

May use short-term sick time for bonding with newly born, newly adopted or newly fostered child *if ineligible for parental leave only*



Role of Work Connections

- Liaison between the faculty member and department
 - AHR liaises with WC, department and ADA Coordinator as needed
- Receives medical documentation in lieu of the unit to preserve confidentiality
 - Absences >10 days
- Confirms time away from work and/or restrictions are medically supported
- Sends updates regarding status of claim, return to work and/or restrictions (if any)

Role of Unit

- Decision-maker regarding use of extended sick time; provides faculty w/guidance on sick time
- Departments with joint faculty must coordinate
- Short-term and extended sick time must be tracked
 - Home department in case of joint appts
 - Provide FMLA letter and extended sick time use letter with begin and end dates
- Participate with faculty in interactive process for accommodations when medical restrictions are recommended
 - Contact ADA Coordinator if assistance is needed
- Consistent application of policy/practice for all faculty



Providing Support to Faculty Experiencing Illness or Injury

- Know when to act
- Listen
- Be a resource; share information
- Act as a liaison with Work Connections
- Work with chairs/deans
- Keep protected health information confidential
- In an emergency, call 911



Resources

- **Academic HR**
 - Website: <https://hr.umich.edu/working-u-m/my-employment/academic-human-resources>
 - Unit Resources Web page:
 - Email us: hr-acadhr@umich.edu
 - Call us: (734) 763-8938
- **Unit AHR Resources Dropbox**
 - Email hr-acadhr@umich.edu for access
- **SPG 201.11-1**
 - <https://spg.umich.edu/policy/201.11-1>
- **UM/LEO Agreement**
 - <https://hr.umich.edu/sites/default/files/um-leo-agreement-2021-2024-final.pdf>
- **UM/LEO GLAM Agreement**
 - https://hr.umich.edu/sites/default/files/2022-2025_um-leo-glam_agreement_final.pdf

Questions?