

Used none = full balance available

Ex: Dept. receives confirmation from Work Connections of date of incapacity on 9/1/2022	9/1/2022	Totally disabled
Dept. checks internal tracking mechanism back to 9/1/2017	9/1/2017	Look back 5 years prior
No extended sick used = full balance available (see chart for available time based on rank and years of service)	No EST used	Full balance available

Used some but not all = remaining balance as of first date of incapacity available

Ex: Dept. receives confirmation from Work Connections of date of incapacity on 9/1/2022	9/1/2022	Totally disabled
Dept. checks internal tracking mechanism back to 9/1/2017	9/1/2017	Look back 5 years prior
U-Yr Tenured professor with 10+ years of service used 4.5 months extended sick at full pay in fall 2018 for prior incapacity	9/1/2018 - 12/31/2018	Used 4.5 mos/full pay
Remaining balance = 4.5 mos at full pay + 9 mos at half pay OR 9 mos at full pay (faculty member's choice)	Some EST used	Partial balance available

U-Year Example

Exhausted all = balance renews when no extended sick time used for 5 years

Ex: Dept. receives confirmation from Work Connections of date of incapacity on 9/1/2022	9/1/2022	Totally disabled
Dept. checks internal tracking mechanism back to 9/1/2017	9/1/2017	Look back 5 years prior
U-Yr Asst Prof used 4.5 mos at full pay + 4.5 mos at half pay from 9/1/2018 - 5/31/2019 for prior incapacity	9/1/2018 - 5/31/2019	Exhausted balance from prior incapacity
To determine renewal date, dept. looks ahead 5 years from date of prior incapacity	9/1/2019 - 5/31/2024	Look forward 5 yrs
Full balance renews on 9/1/2024	9/1/2024	Balance renews

12 Mth Example

Exhausted all = balance renews when no extended sick time used for 5 years

Ex: Dept. receives confirmation from Work Connections of date of incapacity on 6/1/2022	6/1/2022	Totally disabled
Dept. checks internal tracking mechanism back to 5/31/2017	5/31/2017	Look back 5 years prior
12 month Clinical Asst Prof used 6 mos at full pay + 6 mos at half pay from 6/1/2018 - 5/31/2019 for prior incapacity	6/1/2018 - 5/31/2019	Exhausted balance from prior incapacity
To determine renewal date, dept. looks ahead 5 years from date of prior incapacity	6/1/2019 - 5/31/2024	Look forward 5 yrs
Full balance renews 6/1/2024	6/1/2024	Balance renews

[From SPG 201.11-1, Section II.D.](#)

Subsequent Periods of Incapacity: If a faculty member becomes incapacitated (as defined by this policy) on two or more occasions, the amount of sick leave income available to him or her for the second or subsequent incapacity is the amount of sick leave income for which the faculty member is eligible as described in this policy (including the annual three weeks per calendar year) minus any sick leave the faculty member used during the five years before the date on which the faculty member becomes incapacitated.