

Information

Sick Leave

Effective

May 1 1992

Number

PER 4 05

Applicability

This policy applies to University Staff

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

Phone: 502.852.6258

Email: askhr@louisville.edu

History

January 30, 2020 - Minor revision to reflect policy change approved and implemented in university processes on January 1, 2019.

December 10, 2021 - Minor revision to update email account.

Revision Date(s): January 30, 2020; December 10, 2021; August 24, 2022 (minor edit); October 17, 2022; January 3, 2023; April 2, 2026 (minor revision)

Reviewed Date(s): March 8, 2016

Categories

Statement:

Staff employees shall accrue 12 days' sick leave per year. Both hourly and salaried employee earn 0.046154 hours of leave per hour of service.

Sick leave accrues proportionally for staff employed on any other fixed part-time basis of at least 40 percent of the normal working hours of the unit in which employed.

Employees will accrue sick leave based on the percentage of time in pay status for each pay period.

There shall be no maximum amount of sick leave an employee may accrue.