Group III Faculty and Staff: Sick Leave Frequently Asked Questions

Are Group III Adjunct Faculty and Temporary Staff Eligible for sick leave benefits?

Yes. Beginning August 16, 2014, Group III Adjunct Faculty and Temporary Staff will be eligible for sick leave benefits and begin accruing sick leave.

What sick leave benefits are provided?

Group III sick leave benefits will mirror the sick leave benefits for faculty and staff as described in Policy 40.029: Sick and Bereavement Leave for Faculty and Administrative Appointees.

Full-time employees earn 1.25 days of sick leave per calendar month. Group III Faculty and Staff accrual shall be calculated on a pro rata basis based on the individual's primary appointment in effect for the month of accrual. For example, an individual with an appointment with a full time equivalency of 0.50 will earn 0.625 sick days per month (1.25 x 0.50), or .3125 days per pay period.

Sick time accrued is posted on pay slips as hours accrued.

When can sick leave benefits be used?

As described in policy 40.029, sick leave is the authorized absence from regularly scheduled duties due to:

1. Personal illness, injury, or temporary disability.
2. Exposure to contagious disease which could be communicated to other members of the university community,
3. Illness, injury, or death in the individual’s immediate family. Immediate family is defined as: spouse, son, daughter, mother, father, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, and a legal guardian or other person who stands in place of a parent (in loco parentis), plus domestic partners and the domestic partner’s immediate family (see the discussions under "Definitions" and "Benefits" in Policy 40.013, for details). Bereavement leave granted for a death in the immediate family shall not exceed five (5) working days.
4. Medical, dental, psychological, or optical examination or treatment of an employee or a member of his or her immediate family.
How do I apply for sick leave benefits?

Sick leave is granted on the approval of the department chairperson or the supervisor to whom the individual reports; such a request should be made on the first day of absence or in advance, if possible. The individual, upon return to work, must complete a Paid Time Off: Faculty and Staff Form. The university reserves the right to require the individual to:

1. furnish medical evidence of illness, including providing medical releases,
2. provide medical verification of ability to return to work,
3. provide other appropriate or necessary information, e.g., proof of medical care of family member, death of family member, etc.

Can I transfer an unused sick balance I’ve earned at another state of Ohio agency/institution to Ohio University? If I leave Ohio University, can I transfer my Ohio University balance to another state of Ohio employer?

Yes. Complete the Prior State Service form to transfer balances.

Will I get paid for any unused sick leave when I stop working for Ohio University?

Pay out, or conversion of sick leave, is only available at retirement with at least ten years of service, as described in policy 40.029.

If I return to work to Ohio University, will any sick leave accrued from prior employment with the university be available?

If you earned sick leave at Ohio University and return to work within 10 years of your separation, your previous sick leave balance will be available.

What if I have additional questions?

If you have additional questions regarding sick leave benefits, contact University Human Resources at 740.593.1636.