

<b>MISSOURI SOUTHERN STATE UNIVERSITY POLICY</b>	
Name of Policy:	Vacation/Sick Leave Earning Schedule 10- & 12-Month Faculty
Date of Last Revision:	May 2025
Policy Owner	Human Resources
Handbook	Employee

### **VACATION/SICK LEAVE EARNING SCHEDULE 10- & 12-MONTH FACULTY**

All 10-month faculty earn 6.67 hours per month sick leave upon hire.

All 12-month faculty and chairs earn 10 hours per month vacation and 8 hours per month sick leave upon hire for the first and second year of employment with a maximum accumulation of 200 hours.

All 12-month faculty and chairs earn 14 hours and 8 hours per month sick leave their third year and up with a maximum accumulation of 340 hours. Up to 160 vacation hours is eligible to be paid out upon separation from the University. Please note that sick leave is not paid out upon leaving employment with the University. Sick leave balances are reported to MOSERS for any applicable service credit in increments of 168 hours for retirement purposes.

10-month Faculty should use the Faculty Request for Absence form to record Sick and Bereavement Absences, including FMLA leave. Faculty should only use one form per month to record leave. Additionally, Faculty should reference the “10-Month Faculty FMLA & Sick Leave Recording Policy and Procedure” for questions regarding recording of leave while out on FMLA.

#### **Procedures to Record Leave:**

FMLA leave requests will continue to follow the guidelines established under the FMLA policy and the “10-Month Faculty FMLA & Sick Leave Recording Policy & Procedure. FMLA leave request forms as well as a copy of the procedure are located on the HR Intranet/SharePoint site.

All faculty absences should be recorded on a Faculty Leave Request form which can be found on the HR Intranet/SharePoint site. Faculty are permitted to record either 8 hours or 4 hours leave. Faculty may take the number of hours missed from physical commitments (i.e., classes, office hours, meetings, etc., as long as the faculty member indicates that they will be completing some work from home.) Each faculty member’s department supervisor and Dean shall ensure that the number of hours recorded is correct and is used as appropriate sick leave indicated by signing the document.