

<b>MISSOURI SOUTHERN STATE UNIVERSITY POLICY</b>	
Name of Policy:	Sick Leave for Classified Employees
Date of Last Revision:	May 2025
Policy Owner	Human Resources
Handbook	Employee

### **SICK LEAVE FOR CLASSIFIED EMPLOYEES**

The University provides paid sick leave benefits to all regular full-time employees. Sick leave may be used for an illness or injury that keeps the employee from performing their job, or for preventative health care. Employees may also use accumulated sick leave, up to a maximum of 40 hours in a calendar year, to care for an ill or injured spouse, child, parent, parent-in-law, or other family member who requires the employee's personal care and attention. Sick leave usage in excess of three (3) or more consecutive days for the illness or injury of the employee or their family members should be brought to the attention of Human Resources to determine if FMLA applies. (Employees eligible for leave under the Family and Medical Leave Act ("FMLA") should refer to the guidelines in the FMLA section of this Handbook.)

Classified employees accrue four (4) hours of paid sick leave in the first and second payday period per month. This is an annual equivalent of 96 hours. Employees who are in an unpaid status for more than 40 hours in any biweekly period will not earn sick leave for that pay period. Sick leave may be taken only in pay periods after it is earned and is paid at the employee's base pay rate at the time the leave is taken. The smallest increment of leave time allowed is 15 minutes or (0.25) hour.

Available University-paid sick leave may be used up to a maximum of 1,040 hours per year. For retirement purposes, however, an employee may accumulate sick leave without limitation. Under the Missouri State Employees' Retirement System (MOSERS), if an employee is either vested when leaving state employment or is immediately eligible to retire on their date of termination, the employee will receive one month of creditable service for each 168 hours (equivalent of 21, 8-hour days) of unused sick leave. This service credit will be used in calculating the amount of an employee's retirement benefit, but not the employee's eligibility for the benefit. Human Resources will report unused sick leave to MOSERS at termination. The University does not pay employees for unused sick leave at the end of employment.

Employees who are unable to report for work because of their illness or injury or that of a family member, should notify their supervisor as soon as possible. Supervisors may require verification of any sick leave taken, such as a written statement from a medical practitioner. Supervisors may also require a doctor's statement that includes a release to return to work. When an employee returns from a period of time off due to illness or injury which is not work related, and has work restrictions, it is up to the Supervisor to determine if there is work available for the employee that meets the restrictions. If there is no work available in the employee's own department, it is not required that this accommodation be provided for work in other departments. If modified duty is

granted, the modified duty shall not last an indeterminate period of time to give the expectation that said modified duty is now the normal work duties of the individual. The modified work schedule should be evaluated frequently to determine if the illness or injury will cause the employee to incur permanent restrictions. Before granting modified duty of an illness or injury that is not work related, supervisors must contact Human Resources.

Classified employees should report sick leave for full-day or partial-day absences on their weekly timesheets, which are signed by their supervisor and submitted to Human Resources. When taking sick leave, employees should indicate whether it is due to the employee's illness or injury or to take care of a family member. The smallest increment of leave time is 15 minutes or (0.25) hour.

If an employee is unable to work due to a work-related illness or injury covered under workers' compensation, they should refer to the guidelines in the Workers' Compensation Benefits section of this Handbook regarding the use of paid sick leave.