



**The College at Brockport
State University of New York**

Category:

Office of Human Resources

Responsible Office:

Office of Human Resources

Policy Title:

Sick Leave at Half Pay (Classified Employees)

Policy:

Eligibility

Permanent or contingent permanent classified state employees are eligible for one pay period of sick leave at half-pay for every six months of service. Temporary employees are not eligible for this benefit. To draw sick leave at half-pay, an employee must:

1. Have at least a year of state service (Employee must be considered 50% or greater)
2. Be absent because of personal illness or disability
3. Exhaust vacation, sick, personal, and holiday leave, and overtime credits before being granted sick leave at half-pay
4. Be expected to be on leave for two pay periods
5. Sick Leave at ½ pay dates may fall in between pay periods
6. Sick Leave at ½ pay is retroactive, the paycheck following the dates of the leave will reflect the reduced wages

Operational Services Unit employees must have been absent for 30 consecutive days due to a long-term illness to qualify for sick leave at half-pay. Under extraordinary circumstances, the 30-day waiting period can be waived on a discretionary basis.

Medical Documentation

Satisfactory medical documentation must accompany all requests for sick leave at half-pay. Acceptable documentation should include prognosis, start date of the illness, and anticipated return to work date. Documentation should be on the D.O.L. Physician's Statement form by the medical provider and must be signed by the physician with an original signature.

Procedure:

Employees must submit a written request for sick leave at half-pay via the *Leave Request Form*. This request should be submitted to the supervisor with acceptable medical documentation. **(Supervisors have a responsibility to keep medical information and documentation confidential.)**

Requests submitted without acceptable medical documentation will not be approved. Supervisors should alert employees if the medical documentation provided is missing any of the required elements.

1. The employee should verify his/her records with the Payroll Office to ensure that the employee meets the above eligibility requirements including having exhausted all available leave credits.
2. The supervisor should prepare an *Appointment Form* placing the employee on sick leave at half-pay. Copies of the request for sick leave at half-pay and the medical documentation must be submitted to the Office of Human Resources with the *Appointment Form*.
3. The Human Resources Director will verify that the employee meets the eligibility requirements as outlined above and in accordance with the pertinent bargaining unit agreement.
4. Approved requests will be forwarded for processing. The Human Resources Director will send employees written notification of whether their request is approved or denied.

Extended Absences

If the employee's absence is extended by the medical provider, additional documentation will be required to authorize extended use of sick leave at half-pay credits. The supervisor must then complete an amended *Appointment Form* extending the sick leave at half-pay status and submit to the Office of Human Resources. **Without this additional documentation the employee shall automatically be put on Leave Without Pay effective their original return to work date.**

Returning To Work

Employees must submit a return-to-work slip to their supervisors indicating that they are able to perform the full range of duties **prior** to being allowed to return to work after being out on an authorized leave. The supervisor must contact the Office of Human Resources via phone, fax, or e-mail, then process an *Appointment Form* to return the employee to full-pay status and submit to Human Resources. A copy of the return-to-work slip must accompany the *Appointment Form* when sent to the Office of Human Resources.

Forms:

Appointment Form
Leave Request Form
D.O.L. Physician's Statement
