



Brandeis University

Sick Time Off For Non-Benefits-Eligible Faculty

Policy Statement

It is the policy of Brandeis University to provide forty hours of available paid sick leave to faculty not otherwise entitled to benefits.

Applicability

This benefit is available to all non-benefits-eligible faculty.

Guidelines

Non-benefits eligible faculty shall receive 40 hours of sick time upon hire. Up to forty hours of accrued sick time per calendar year may be used. Sick leave balances will be restored to 40 hours at the beginning of each calendar year. Sick leave balances may never exceed 40 hours.

- Accrued sick time may be used for the following purposes:
- To care for the employee's immediate family member*, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- To care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- To attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse; or
- To address the psychological, physical or legal effects of domestic violence (as defined in the University's Domestic Violence Leave Act Policy)

Sick time includes time necessary to travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

*Immediate family members include spouse, domestic partner, parent, grandparent, child, step-child, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or member of the household.

When a faculty member learns that he/she will miss a class due to the need to use sick time, he/she must inform her/his Chair or Dean, and make appropriate arrangements for coverage or rescheduling of the missed classes. If a class session is rescheduled to accommodate a faculty member's absence, it must be rescheduled at a time when all students are able to attend.

Documentation may be requested for any leave exceeding three days. Any medical documentation requested should be submitted to the Director of Benefits for Human Resources for review.

No unused accrued sick leave will be paid at the end of employment.

This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.