

Date: \_\_\_\_\_

Faculty ☐

Non work-study/PEAK Student ☐

Temporary Employee ☐

Name (Print): \_\_\_\_\_ ID# \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Sick Leave Taken	Number of Sick Leave Hours Taken
<b>Total</b>	0.00

Sick Leave accruals are limited to eighty (80) earned hours, with a maximum carry-over of forty (40) hours per calendar year. An employee who is re-employed by SOU within 180 days of separation will have previously accrued unused sick leave restored. Sick leave may be used for the following reasons:

- Employee or immediate family member\* experiences a mental or physical illness, injury, or health condition (includes dental);
- Employee or immediate family member\* needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition (includes dental);
- Employee or immediate family member\* needs preventive medical care (includes dental);
- Parental leave – to care for an infant or newly adopted child under age 18 or for a newly placed foster child under age 18;
- Bereavement Leave – within 60 days of receiving notice to deal with the death of an immediate family member\* (e.g., attend funeral or alternative, make arrangements, grieve);
- Public health emergencies which closes school, work or childcare as declared by a Public Health Official;
- Time off to address domestic violence, harassment, sexual assault, or stalking matters.

Federal law prohibits Universities from providing fringe benefits such as sick leave, vacation pay, or holiday pay, to students in Federal Work-Study (FWS) positions. As a result, FWS positions are not eligible to earn a sick leave accrual.

Employee Signature: \_\_\_\_\_

Supervisor Name (Print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Payroll Use Only				
Position #/Suffix	Earn Code	Hours	Rate	Total
	LSB			
	LSB			