

DRAFT

II-2.30(A) UMCP POLICY AND PROCEDURE FOR NON-CREDITABLE SICK LEAVE FOR FACULTY MEMBERS

APPROVED BY THE PRESIDENT 1 AUGUST 1991

I. Policy

In order to minimize the disruption of instruction to students, it is the policy of UMCP to provide a system of colleague substitution for instructional faculty who are absent due to incapacitation for brief periods by illness, injury, or childbirth. The "collegial" method of accommodating faculty disability is preferred. This is the practice whereby colleagues of the disabled faculty member-- on a voluntary basis-- take over his/her classes and other essential functions, in addition to carrying on their own work.

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II. Eligibility

A. Faculty member must be an instructional faculty member.

B. Faculty member must hold a tenured, tenure-track, or non-tenured appointment for at least one semester and be eligible for benefits.

C. Non-creditable sick leave usage is effective from the date of appointment.

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III. Guidelines

A. Non-creditable sick leave shall not exceed 25 work days per year for an individual faculty member on a 12-month appointment, and shall be prorated according to academic year appointments, e.g., 9-month, 9-5 month or 10-month.

B. Use of collegial leave spanning two fiscal years must be separated by at least 25 days of active service.

C. Part-time faculty can use non-creditable sick leave prorated to the percentage of appointment.

D. Use of collegial leave during the summer session is limited to a maximum of one seventh of the summer contract period. This will be included as part of the faculty member's yearly limit.

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E. The faculty member filling in for a colleague must have some familiarity with the course material.

F. Collegially supported sick leave is not credited toward retirement and cannot be carried over to a subsequent year.

IV. Procedures

A. Faculty will enter collegial leave usage in the UMCP electronic Time Entry/Faculty Leave Reporting System.

B. Supervisor will approve the leave posted in the system and monitor that the number of days taken does not exceed the faculty member's yearly limit.

V. Accountability

A. Departments will have access to a report and are responsible for monitoring non-creditable sick leave usage.

B. The Office of the Provost will conduct post-audit reviews of non-creditable sick leave usage. If supervisors are not approving the leave records or maximum leave limits are exceeded, written notification will be sent to the Chair and the faculty member with a copy to the Dean.

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