

# Extended Illness Policy

## FT\_HR\_BE\_50

Responsible Officer  
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Responsible Office  
Human Resources  
Approving Body  
Board of Trustees  
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All departments

### Policy Statement

Those who have been employed full-time for at least two years at the University may be eligible for Carolina University's extended illness leave.

### Policy Procedures

#### Staff

Once PTO is used up, no further pay will be granted except in the case of a *serious illness* as described below. During periods of extended absence due to serious illness\*, the full pay for the full-time employee will continue for up to three months. After three months, the pay will be decreased to seventy-five percent of the normal pay rate. This diminished pay figure will be continued for another three month period and then the pay will be discontinued altogether. This will provide six months of income to the ill person. The employee's position (or an equivalent position) will be reserved during the period of extended illness leave as required by the Family Medical Leave Act (FMLA). The period of extended illness leave is intended to meet (and in most cases exceed) the requirements of FMLA.

*\* To qualify as a serious illness, the employee must be unable to perform their normal duties and be required to stay at least one night in the hospital (or require continuing treatment by or under the supervision of a medical doctor or other appropriate health care worker).*

If an employee should be absent for an extended period under this policy and return to work for less than 24 months, any additional medical leave beyond PTO will be considered as part of the original extended illness leave (a new period of extended illness pay will not begin). The extended illness policy may begin again after an employee has returned to a normal work schedule for 24 months.

#### Faculty

Faculty are expected to be present in their classes to assure that their students are provided the instruction and guidance appropriate to the courses. If sickness should occur, the faculty member will work with their dean or the Provost or his/her designate to assure continued class coverage.

During these periods of temporary absence due to sickness, the full pay for the faculty member will continue. However, should the faculty member have an extended illness, the University will continue full pay for up to three months. After three months, the pay will be decreased to seventy-five percent of the contracted pay amount. This diminished pay figure will be continued for a three month period and then the pay will be discontinued altogether. This will provide six months of some amount of pay to the ill person.

Normally, a person who has been absent from work due to sickness for six months will be eligible for disability pay under the Social Security system. The University does not assert that Social Security coverage will be available nor will this program for University pay be affected by whether or not Social Security is available.

Whenever the faculty member is able to return to full-time work on a continuing basis, his/her full pay will be restored. Full-time basis is defined as when no other assistance is required for him/her to perform all the duties formerly assigned to him/her. Any change of work assignment or duties because of either the sickness or the replacement during the sickness will result in a

renegotiation of the contract for the remainder of the contract period.

If a Faculty member should be absent for an extended period and still be receiving full pay and/or be receiving pay at the seventy-five percent level and return to work for less than six months, any time that is further missed will be considered as part of the original absence. The time worked during the return period will not be counted as part of the absence, but a new period of three months with a potential additional three months will not begin, regardless of whether the illness was part of the first one or is a new one. Rather, all of the time missed will be counted as part of the one period of absence which will accumulate to the total time allowed, with the attendant pay adjustments.

After a Faculty member has returned to work and functioned in full capacity for a six month period, any subsequent sickness will be presumed to be from a new situation and the cycle of three months periods may begin again.

### **Family and Medical Leave**

The Family and Medical Leave Act of 1993 allows eligible faculty, those employed for at least 12 months who have worked 1,250 hours during the 12 months prior to leave-up to 12 weeks of unpaid leave of absence during a 12-month period for certain faculty or medical reasons. These reasons are (1) the birth or placement for adoption or foster care of a child; (2) the employee's own serious health condition; or (3) to care for a spouse, child, or parent with a serious health condition.