
SICK LEAVE - FACULTY

PURPOSE: To establish regulations and procedures governing sick leave allowances for faculty.

I. Policy

- A. Sick leave for all faculty who are employed on a nine month or more basis shall accrue at the rate of one (1) day for each full month of service. Sick leave shall accrue without limitation. Sick leave shall be charged for absences due to illness only on working days.
- B. Eligibility for sick leave for faculty requires eligibility for benefits. Sick leave may be taken when earned.
- C. Faculty shall have nine (9) days of sick leave credited for each full year of service to a maximum of 45 days as of November 1, 1972. On that day, the sick leave accrual will be at the rate of one (1) day for each full month of service.
- D. At the employee's option, annual leave may be used in lieu of sick leave.
- E. Faculty who exhaust their sick leave and continue to be absent from work due to illness will take sick leave without pay.
- F. Faculty may apply any accrued sick leave for the purpose of [Family Medical leave](#) as stated in the [State Board Policies and Procedures II.I.3.](#)

II. Procedure

- A. Faculty who cannot meet on-campus responsibilities because of personal sickness or sickness of immediate family must inform the immediate supervisor without delay.
- B. In the case of teaching faculty, arrangements should be made with the department chairperson for adequate class coverage.
- C. After returning to the campus, the Leave Request Form should be completed and signed by the immediate supervisor. The immediate supervisor will distribute copies of the forms (according to the distribution table on the forms) and send the original copy to the Payroll Office. All sick leave records for Boise State University employees will be maintained in the Payroll Office.