Procedure: VSDP Sick Leave

Purpose: Provides paid leave for absences related to employee’s health.

Eligibility: Full and part-time (20 – 40 hours per week) salaried Classified Staff and Research Assistants

Important: Employees hired on or after July 1, 2006 are designated as University Staff and may be VSDP participants; University Staff employees are provided with University Leave in lieu of VSDP Sick Leave. VSDP Sick Leave is intended only for absences related to the employee’s health (illness, medical and dental appointments, and the like). VSDP Sick Leave is awarded at the beginning of the University’s plan year [begins with the first day of the pay period which includes January 1 (known as Pay Period 1) and ends on the last day of the pay period preceding Pay Period 1 of the following year]. VSDP Sick Leave is not carried forward to the next plan year or paid out if the employee terminates employment.

Requesting Leave:

Employee’s responsibility:

- Inform supervisor according to departmental procedure to request sick leave (as far in advance as possible)
- If illness persists, contact supervisor daily according to departmental procedure to provide updated status
- Provide verification of sick leave if required by department

Supervisor’s/Department’s responsibility:

- Approve the use of sick leave
- Provide prior notification to employee if written verification is required by the department
- Have employee, timekeeper, supervisor, or designated representative enter leave on the on-line timecard by selecting the leave type – Sick Leave
- Make corrections by submitting a paper timesheet to the UHR Leave Center

UHR’s responsibility:

- Provide information and counseling regarding VSDP Sick Leave to employee and department
- Verify and ensure the appropriateness of all supporting documentation
- Ensure that time and leave are entered appropriately