



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Benefits – Sick Leave
Number:	19
Effective Date:	10/01/06
Last Revision Date:	

Marshall University Research Corporation (MURC) provides paid sick leave to all eligible employees for periods of temporary absence due to illnesses or injuries. Employment classifications eligible to earn sick leave are the following:

Full-Time
Part-Time A

See MURC HR policy and procedure 3, Employment Categories, for an explanation of the employment categories.

Eligible employees accrue sick leave benefits at the rate of 18 days per year (1.5 days for every full month of service). Sick leave benefits are calculated on the basis of a “benefit year,” the 12-month period that begins when the employee starts to earn sick leave benefits. Days as used in this paragraph refer to a normal average work day according to the percentage time at which the employee is appointed. Unused sick leave benefits will be allowed to accumulate indefinitely. Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee’s household.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of their workday if possible. The supervisor must also be contacted on each additional day of absence due to illness or injury.

If an employee is absent for three or more consecutive days due to illness or injury, a physician’s certificate must be provided which provides a diagnosis, a prognosis, a date at which return to work can be expected, and whether without limitations or with limitations that MURC will review carefully for possible accommodation. At the discretion of the supervisor such verification may be requested for other sick leave absences as well and may be required as a condition for receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee’s base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Sick leave benefits are intended solely to provide income protection in the event of illness and may not be used for any other absence. Unused sick leave benefits will not be paid out to employees while they are employed or upon termination of employment.

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