

Policy Directory

Responsible Division: Finance and Administrative Services

Responsible Office: Human Resources

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**Major Medical (Sick) Leave – 9-Month Employees**

Policy:

Nine-month faculty members shall accrue Major Medical (sick) Leave in increments as follows below. Employees who work 20 hours or more per week will earn leave credit on a pro-rata basis. Accumulation amounts are unlimited.

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| **Continuous Service** | **Accrual Rate – Monthly** | **Annual Accrual Rate** |
| 1 month to 3 years | 13.33 hours | 120 hours |
| 37 months to 7 years | 14.20 hours | 128 hours |
| 97 months to 15 years | 15.40 hours | 136 hours |
| Over 15 years | 16.00 hours | 144 hours |

For each absence due to an illness lasting 32 consecutive working hours or more (combined major medical leave and/or frozen accrued personal “vacation” leave) major medical leave shall be authorized only when certified by the employee’s attending physician. A department head may require certification at any time, if deemed necessary.

When medical leave credits are inadequate to cover absences caused by the employee’s illness and the employee has exhausted all accrued leave time available, he/she must be placed on leave-without-pay status to the extent further leave is approved. When an employee returns to work after being placed on leave-without-pay status, an Electronic Personnel Action Form (EPAF) must be issued indicating the employee is again on active employment status.

Major medical leave may be used for absences due to illness of the employee’s immediate family. The immediate family includes spouse, parents, stepparents, siblings, children, stepchildren, grandchildren, grandparents, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, brothers-in-law, and sisters-in-law.

If, in the opinion of Alcorn State University, an employee’s ability to return to work from a medical leave is uncertain, the employee may be required to present certification of fitness for duty from his/her physician.

Major medical leave balances are printed on pay stubs and are available on Banner Online Services.