

**LOYOLA MARYMOUNT UNIVERSITY
STUDENT EMPLOYMENT SERVICES POLICIES AND
PROCEDURES**

DIVISION: Student Employment Services

SUBJECT: Paid Sick Leave

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Policy Number:

Supersedes:

Effective Date: 07/01/2016

Previously Issued: July 2015

1. STATEMENT OF POLICY:

The University is aware that medical emergencies, illnesses, or injuries may occur and that, from time to time, it may be necessary for a student employee to be absent from work. Sick pay is provided for this purpose.

Student employees are currently registered undergraduate, graduate, and doctoral candidates hired by any LMU entity. Any and all student employees will be working and paid through the payroll office.

2. POLICY/PROCEDURES:

Accrual of Sick Pay

Student employees accrue one hour of sick pay for every 30 hours worked. Sick pay begins accruing on the first day of employment, but cannot be used until the student employee has completed 90 days of employment.

Student employees are limited to using 48 hours or 6 days of sick pay per year. Unused accrued sick time will carry over to the following year. The total accrued sick pay may not exceed 72 hours or 9 days.

Sick pay is not a vested benefit. Student employees do not receive pay for unused accrued sick pay at separation of employment. If rehired within one year of his/her separation date, however, a student employee's accrued, unused sick leave balance at the time of separation from employment, if any, will be restored to the employee upon rehire.

Uses of Sick Pay

Sick pay may be used for the student employee's own illness or medical/dental treatment or other preventative care.

Sick pay may be used to attend to the illness or medical/dental treatment or other preventative care of the student employee's:

- Child, which for purposes of this policy means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the student employee stands *in loco parentis*;
- Spouse or registered domestic partner, as defined and permitted by law;

- Biological, adoptive, or foster parent, step-parent, or legal guardian of the student employee or the student employee's spouse or registered domestic partner;
- Grandparent;
- Grandchild;
- Sibling;
- Blood relation; or
- Individual whose close association with the student employee is the equivalent of a family relationship¹.

Sick pay may also be used by a student employee who is the victim of domestic violence, sexual assault, or stalking.

The minimum amount of sick pay that can be deducted is at least one hour and sick time off must be taken in one hour increments thereafter on a single workday.

It is required that student employees provide reasonable advance notification when leave is foreseeable and notice as soon as practicable when it is unforeseeable.

Misuse of sick pay may lead to discipline up to, and including, termination of employment. This may also result in referral to Judicial Affairs for appropriate resolution and is subject to any and all applicable local, state, and federal laws.

Procedures for Recording Sick Pay

Student employees will record time taken off for which sick pay will be applied on myTime.

Improper recording of a student employee's use of sick pay may lead to discipline up to, and including, termination of employment. This may also result in referral to Judicial Affairs for appropriate resolution and is subject to any and all applicable local, state, and federal laws.

Verification of Absence

Management may request verification of sick leave. Student employees who have been absent for more than 5 consecutive workdays may be required to obtain a doctor's release to return to work.

¹ For the purposes of this policy, "the equivalent of a family relationship" includes fiancés, individuals who presently or formally reside in the same household as the student employee, or anyone with whom the student employee shares a family-type of relationship. The University will carefully evaluate each request to leave made by a student employee for a person who is "the equivalent of a family relationship" to determine whether that family equivalent relationship exists.