Policies for Professional Staff and Support and Service Staff not Covered by a Union

Income Protection (Sick Time) for Support and Service Staff

PA/SS 10.3

Revised October 14, 2008

Employees covered by this policy
This policy applies to Support and Service Staff not covered by a union and at 75% FTE or greater.

A. Introduction

1. Regular attendance is a condition of employment. Income protection is provided to prevent loss of pay during personal illness or injury, family illness or injury, or for personal emergencies that are not health related.

2. Income protection earnings accumulate from year to year without limit.

B. Schedule of accruals for Staff

Full-time Staff

1. Full-time Staff accrue 3.7 hours per eligible 80-hour period. This results in a maximum earning of 96.2 hours in a calendar year.

Part-time Staff

2. Part-time Staff accrue a prorated amount of hours based on their specific FTE.

Transfers from academic appointments

3. Transfers from academic appointments receive, at the time of transfer, four hours for each month of academic appointment.

When staff do not earn hours

4. Staff do not earn hours under the following circumstances:
   a. Leave of absence
b. Absence without pay

c. Reduction in force

d. FTE appointment of less than 75%

C. Use of income protection earnings

1. Employees may use accumulated Income Protection Time after receipt of their first paycheck.

2. Income Protection Time may be used to prevent loss of pay during personal illness or injury or medical/dental appointments.

3. Income Protection Time may be used to prevent loss of pay during a family members’ illness or injury or medical/dental appointments.

4. Members of the family include the following:
   a. A spouse as defined by Indiana law or same sex domestic partner as qualified by the university’s Affidavit of Domestic Partnership
   b. An unmarried child at home including the child of the same sex domestic partner
   c. Relatives of the employee, spouse or the same sex domestic partner who are living with the employee
   d. Parents, children, grandparents, grandchildren, brothers, sisters and relatives of the spouse or the same sex domestic partner of the same degree who are solely dependent on the employee for emergency care.

5. The amount of Income Protection Time that may be used for any period of personal or family illness or injury is limited only by the amount of time accrued and the medical need to be away from work.

6. Department heads and supervisors may ask for a physician’s statement as proof of illness or injury.

7. Staff cannot “borrow” against future income protection earnings.

8. The exact number of hours, including tenths of hours, are reported and subtracted from the accrued balance.

D. Other uses of accruals

Staff may also use accruals to cover the following:

1. Personal emergencies that are not health related such as adverse weather or working conditions. Employees must notify the supervisor as soon as possible as to the reason and the expected time of return.

2. Special situations that cannot be handled during the normal hours away from the job. Examples are: religious holidays not provided for in the university’s holiday plan, funeral arrangements, marriage arrangements, legal matters, real estate transactions, university class attendance, etc.
   a. Requests must be made and approved in advance of usage.
   b. Departments are authorized to deny employees’ requests when there is evidence of the following:
      i. The absence would cause an undue hardship upon the university in relation to the
employees’ convenience or needs.

ii. The reason for the request is inconsistent with the purposes of this time as described above.

c. Department heads will not deny the request on the basis of undue hardship if an employee requests it at least 48 hours in advance, except when multiple employees request use of the allowance for the same day.

d. Denials must be made within two hours following the request, or 48 hours before the requested absence, whichever comes later.

3. The employee may be asked for explanation of the request so that the supervisor can make a decision consistent with the policy.

4. In conjunction with Workers’ Compensation.

a. Contact the UHR Workers' Compensation Office, 812-855-4847, for information about using income protection in conjunction with Workers’ Compensation. Also, see the policy, On-The-Job Injury.

b. A Selective Service physical (staff may use a maximum of eight hours when orders require a physical exam).

E. Separation pay for unused accruals for employees who separate with IU Retiree status regardless of the reason for the separation or who die

Employees enrolled in PERF

1. Employees enrolled in PERF who separate from employment with IU Retiree status regardless of the reason for separation or who die may be eligible to receive separation pay for unused income protection accumulations.

2. To be eligible, one must be able to answer “Yes” to both of the following questions.

   a. Has the employee accumulated more than 152.0 hours?

   b. Did the employee:

      i. Separate on or following the 55th birthday with the years of service required for terminal life insurance, or

      ii. Die at any age and with any years of service?

3. For 152.0 through 312.0 hours, the benefit is 25% of pay. For hours more than 312.0, the benefit is 50%.

Staff with vested rights in PERF and an IU Retirement Plan

4. It is possible for employees to be vested in PERF and to be in a position covered under an IU Retirement Plan. In such cases the employee should refer to the Separation Pay policy to determine eligibility for accumulated income protection time.

F. Converting accumulated protection time to vacation

Eligible employees may convert a portion of their accumulated income protection time to vacation. See the conditions and limitations that apply in the policy, Vacation for Support and Service Staff.
G. When Support and Service Staff employees transfer to professional positions

Staff transferring from support and service positions to professional positions will begin to accrue time off in accordance with the Paid Time Off (PTO) plan. See the Paid Time Off policy for the provisions related to the transfer of time off accumulations.