Policies for Support Staff
Represented by CWA, Local 4730 at Bloomington and Northwest

**Income Protection Time (Sick Time and Other Uses)**

_CWA 12.6_

**Effective date**
Revised July 1, 2008

**Employees covered by this policy**
This policy applies to all Support Staff at IU Bloomington and Northwest.

**A. Introduction**

1. Regular attendance is a condition of employment. Income protection time for appointed employees, 75 percent FTE or greater, is provided to prevent loss of pay during the following situations:
   a. Personal or family illness, injury, or emergency care
   b. Personal or family medical/dental appointments
   c. Personal Emergencies that are not health related such as adverse weather or working conditions or other events over which the employee has no control over scheduling.
   d. Other religious holidays not included in the university's holidays

2. When income protection accruals are used, the exact number of hours including tenths of hours, are reported and subtracted from the accrued balance.

**B. Schedule of accruals**

1. Full-time appointed employees accrue 3.7 hours per eligible pay period (80 hours in pay status). This results in a maximum earning of 96.2 hours in a calendar year. Accruals accumulate from year to year.
   a. Part-time appointed employees of 75 percent FTE or greater accrue a prorated amount of hours, based on their specific FTE

2. Employees do not earn hours during a leave of absence, an absence without pay, or a temporary reduction in force.

3. Employees who transfer from an academic appointment to a Support Staff appointment receive, at the time of transfer, four hours for each month of the academic appointment.

4. A professional staff employee who transfers to a Support Staff position will have any sick leave account
balance transferred to an income protection account.

C. Use of accruals

1. Employees may use accumulated income protection time after receipt of their first paycheck.

D. Use of accruals for personal illness

1. There is no limit to the number of hours an employee may use to cover a period of personal illness or injury, but hours cannot be used before they are accrued.

2. Medical disabilities resulting from pregnancy will be treated as any other temporary medical disability.

E. Use of accruals for family care

1. Employees may use accruals to provide health care for members of the immediate family or household.
   a. Members of the immediate family or household included under this provision are the following:
      i. Spouse as defined by Indiana law, same sex domestic partnership as qualified by the university's Affidavit of Domestic Partnership, unmarried child at home including the child of the same sex domestic partner, or other relatives living with the employee
      ii. Parents, children, grandparents, grandchildren, siblings, or relatives of the spouse or the same sex domestic partner of the same degree who are dependent on the employee for emergency care

2. There is no limit to the number of hours an employee may use to cover a period of personal illness or injury, but hours cannot be used before they are accrued.

F. Confirmation of need for use

1. **Administrators** may require confirmation of a personal illness, injury, or medical/dental appointment, or the need for family care, through a licensed physician's statement, when any of the following apply:
   a. An employee has been absent on three or more consecutive days.
   b. The employee has a pattern of absenteeism.
   c. The employee has received prior disciplinary action for absenteeism during the prior twelve months.
   d. The administrator has substantial cause to believe that the claim is dishonest.

2. In determining whether there is a pattern of absenteeism, absences approved by the university under the **Americans with Disabilities Act** or **Family and Medical Leave Act** will not be considered.
   a. This paragraph will not be construed to limit the university's right to require a physician's statement or other medical documentation to support the following:
      i. A long-term absence, including FMLA
      ii. An employee's fitness to return to work
      iii. An employee's continued ability to perform the assigned tasks
iv. To determine an employee's eligibility for other benefits or to comply with any state or federal requirement

G. Other uses of accruals

1. Employees may use accruals to cover an absence for the following:
   
a. Personal emergencies that are not health related: the employee must notify the supervisor as soon as possible as to the reason and expected time of return. The employee may be required to provide documentation on the nature of the circumstances of the absence.

b. Special situations that cannot be performed during the normal hours away from the job: examples include but are not limited to religious holidays not provided for in the university's holiday plan, funeral arrangements, marriage arrangements, legal matters, real estate transactions, university class attendance, etc. Should there still be a question contact departmental or campus Human Resources.
   
i. Employee requests must be approved by the department in advance.

ii. Departments are authorized to deny employees' requests when there is evidence of the following:
   
a. The absence would cause an undue hardship upon the university.

   b. The reason for the request is inconsistent with section G.1.b of this policy.

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

iv. Department heads will not deny the requests 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 time for the same day.

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

c. At Bloomington contact Worker's Compensation (855-9758) for information. At Northwest, contact the campus Human Resources office for information. Also see the Injury-on-the-Job policy.

d. Selective Service physical: A maximum of eight hours may be used when orders require a physical exam.

H. Conversion and terminal pay of accruals

1. Eligible employees may convert a portion of their sick time accruals to vacation time subject to the conditions and limitations contained in Policy 12.7, Vacation Time.

2. For information regarding terminal pay for sick time accruals, refer to Policy 13.4, Separation Pay.