



UNIVERSITY OF CENTRAL FLORIDA

Office of the Dean, College of Arts and Humanities

P.O. Box 161990, Orlando, FL 32816-1990

**CAH Faculty Sick Leave Policy/Time Reporting
Effective August 2022**

(Supersedes Original from February 2014 and Amendment from April 2021
and August 2022)

The College of Arts and Humanities recognizes, respects, and acknowledges that faculty members are not regular hourly employees and often have schedules that fall outside an ordinary 40-hour work week schedule. However, if an employee is unable to perform assigned duties, is unable to attend meetings, is unable to hold office hours, or is unable to conduct classes as assigned for reasons covered under appropriate and authorized use of sick leave, then that faculty member is required to inform their supervisor in advance (when possible) and report such time in Workday.

For in-unit employees, the CBA language on sick leave use is found in Article 17. Note that when possible notify your supervisor of need for leave (that is, in non-emergent conditions and/or when need for leave is known in advance as an absence request in Workday).

The College of Arts and Humanities' policy on use and reporting of sick leave time in Workday is as follows:

Any faculty member who:

1. due to personal illness or injury, disability, or exposure to a contagious disease that could harm others, or the death or illness or injury of - or to care for - a member of the employee's family, misses a class, meeting, office hour, or other work-related duty for which the faculty member would be expected to be on campus or performing job duties in "virtual" space must report such time in Workday during the appropriate reporting period.
2. Is hospitalized for any period of time and is unable to perform work-related functions and is unable to attend classes, meetings, and office hours as scheduled or that may be scheduled during that time is required to report the entire 8-hour time period for each day of hospitalization consistent with the authorized use of sick leave noted in the CBA, Article 17.
3. Is a 9-month faculty member on contract during a summer term and is hospitalized, and/or who misses a class, meeting, or office hours due to illness or injury or other health-related reason of the employee, or does so due to health-related reasons for an immediate family member, is required to use sick leave. But if the faculty member is not on contract in a summer term, use of sick leave is not required.
4. See also Article 17 of the CBA for information regarding Job Related Illness/Injury.

Other considerations such as those noted in the CBA in section 17 require or permit the use of sick leave as appropriate (e.g., a 12-month faculty member who is on annual leave but becomes ill, injured, or hospitalized during all or part of that time may, consistent with



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considerations in section 17, substitute the use of sick leave for annual leave). All previous considerations regarding use of sick leave time are contingent upon the accrual of sufficient sick leave time to cover absences. If an employee has exhausted all sick leave time, unpaid or alternate leave time if available may be used as appropriate and with proper authorization. Absence(s) covered under ADA and FMLA are subject to guidelines as published in appropriate documentation that exceed the scope of this policy.

A handwritten signature in black ink, appearing to read "Jeffrey M. Moore", is positioned above a horizontal line.

Jeffrey M. Moore, Dean, College of Arts and Humanities
Last amended August 29, 2022 — NAS, CAH Dean's Office

August 29, 2022