


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:018	Supersedes Policy Number: 5:018
Date: May 24, 1993	Dated: March 20, 1989
Subject: Faculty Sick Leave	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference: 5:01:01:07, P-062
Approved:  President	

It is the policy of Austin Peay State University to maintain accurate records of faculty sick leave usage in compliance with TN Board of Regents Policy Number 5:01:01:07, Guideline Number P-062, and Austin Peay Policy Number 5:045. Sick leave is intended to meet the legitimate health needs of employees who were absent from the work place due to illness. Faculty, even though their work assignments often require variable schedules both day and evening as well as assignments which include a wide variety of activities -- classes, office hours, committee assignments, research in laboratories and libraries, etc. -- are, nevertheless, subject to sick leave policy in a very specific and direct way. The charging of sick leave for time away from work by a faculty member due to legitimate health reasons is not a penalty; sick leave was instituted by the TN Board of Regents to cover just such absences. It is the responsibility of each faculty member to report his or her sick leave to the appropriate authority.

As a general guideline, all faculty have responsibilities Monday through Friday for a minimum of 37.5 hours of any week in which the institution is in session. Any day-long absence during the regular work week due to illness should be charged to the faculty member as sick leave at the rate of 7.5 hours per day. Arrangements to cover a class either by the faculty member or the institution do not mitigate the fact that the faculty member was away from his or her work assignment and sick leave should be charged accordingly. If a faculty member is absent from his or her work assignment for part of a day, he or she should discuss the appropriate sick leave time to be charged with his or her department chair, dean, or immediate supervisor.

To ensure the proper monitoring and reconciling of sick leave records for members of the faculty, the following responsibilities are established:

1. Absences due to illness or other appropriate uses of sick leave shall be reported promptly by the faculty member to the Department Chair/Director by means of the approved form. Chairs/Directors may request affidavits or doctors' certificates for such leave approval, particularly in cases of extended absence. If approved by the Chair/Director, the form shall be forwarded to the Office of the Dean for final approval. Faculty members shall be notified by the Dean whether or not absence has been approved.
2. Department Chairs/Directors shall be responsible for reporting faculty absences due to sick leave to the Payroll/Personnel Office on the time sheet by the date designated on each time sheet. Faculty members with unanticipated absences occurring after time sheet deadline must submit adjustment forms upon returning to work for approval by Dean/Director.
3. Monthly print-out reports of accrual and use of faculty sick leave shall be checked for accuracy by the office of the Department Chair/Director by comparing the report with the absence forms received during the preceding month. Further, any inaccuracies in the printouts shall be reported in writing by that office to the Payroll/Personnel Office before the printouts are sent out to the members of the faculty.
4. Other employee leave policies are described in APSU policies 5:037 through 5:045 and 5:049.