Sick Leave Policy: Last Revised August 15, 2018

ASU's absence policy requires that each unit develop a procedure for reporting and recording absences. Based on the guideline provided by the University, HDSHC has developed the following policy for reporting absences:

1. Faculty will report absences for any scheduled activity, such as classes, office hours, committee meeting, etc.
2. Faculty will report their absences to the Director of the School at the time the absence occurs/begins.
3. Faculty will respond to Sue Wurster's request for absence reports shortly before each pay period via email. Sue will then submit time off in TAS on behalf of the faculty member.

Sue also verifies the accuracy of the stated accrued leave for each faculty member.

Responsibilities of Faculty during Leaves from Campus

Health Related Leave

Family Leave

Bereavement Leave

Report of Accident, Illness, or Death

Sick leave is available for use by all eligible faculty and academic professionals immediately upon accrual. All requests for use of sick leave must be approved by the person's supervisor. Supervisors should be notified on the first day of an absence and periodically thereafter in the event of an illness of more than three working days. Eligible faculty and academic professionals will have sick leave use recorded for actual time missed.

Schools and departments should devise their own systems for faculty to report use of accrued sick leave, similar to methods used for classified and other staff. Chairs and directors must insure that faculty are fully informed of the policy and that reporting the use of sick leave is as fair and accurate as possible. Sick leave should be recorded when a faculty member misses his/her scheduled obligations to the university because of personal or family illness. Scheduled obligations include classes, office hours, faculty meetings, committee meetings, appointments, and the like. If a faculty member is ill and stays at home during a time period when he or she has not scheduled obligations, it is not necessary to report use of sick leave, with the understanding that the person will fulfill all university responsibilities that do not require presence on campus. However, when a person claims disability or requests to be excused from any normal faculty obligations for health-related reasons, there should be an appropriate relationship between the request and the amount of sick time that has been reported.