

June 2017

To: AAUP Faculty
Colleges and Academic Units

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Subject: Guidelines for AAUP Faculty Reporting of Short-Term Sick Leave

I. Introduction

Audits conducted by the University of Cincinnati's Office of Internal Audit have revealed that faculty rarely report short-term sick leave. For use in this guidance document, short-term sick leave refers to illnesses or injuries of duration of less than 14 days (e.g., common cold, flu, bronchitis, etc.). The purpose of these guidelines is to remind faculty of their responsibility to report such sick leave and to provide guidance on how to do so.

II. The Collective Bargaining Agreement Requirements

Article 17 of the CBA provides for sick leave for faculty. Relevant portions of that Article are summarized below.

Accumulation – Article 17.1

AAUP Faculty accumulate sick leave at the rate of 15 days per calendar year pro-rated on a monthly basis up to a maximum of 300 days.

Use of Sick Leave – Article 17.3

Accumulated sick leave may be used by a faculty member “whenever he or she is unable to attend to his or her duties because of personal illness, injury, exposure to contagious disease which could be communicated to others” or for the illness, injury or death of an immediate family member (as defined in the CBA).

Reporting Sick Leave – Article 17.4 and 17.5 (emphasis added)

When using full or partial sick leave days, the faculty member “shall immediately notify his or her Academic Unit Head and advise him/her of the estimated duration of absence.”

“All use of full or partial sick leave must be reported via the University’s ESS electronic time off request form.”



The Time Off From Work (TOFW) form under UC Flex Employee Self Service (ESS) is the appropriate form for reporting sick time, and can be found at www.ucflex.uc.edu.

III. Guidelines for Taking and Reporting Short-Term Sick Leave

The University of Cincinnati understands that faculty members do not punch a 9-to-5 time clock, but rather work in a flexible and highly varied employment environment. In order to accommodate this flexibility and at the same time apply the collective bargaining agreement requirements with some uniformity across faculty with very different work expectations, the following guidelines are provided:

- Arrangements to cover a class or other scheduled obligation 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 two-semester faculty member is ill on a day when no class, lab, faculty/committee meeting, office hour(s), or any other University-based obligation is scheduled, he or she will find another time to do the work he or she would have done that day. No sick leave should be declared.
- A two-semester faculty member who misses a class, lab, faculty/committee meeting, office hour(s), or any other University-based scheduled obligation due to illness must report sick leave for that day.
- 12-month faculty members must report sick time for an illness on any weekday, unless the illness falls on an official University holiday.

Examples:

Example 1 - Dr. Smith teaches a MWF class schedule. If ill Monday through Wednesday, he must report an appropriate amount of sick time for the two days of classes missed. If he is ill Tues through Thursday, he must report an appropriate amount of sick time for the one day of class missed.

Example 2 - Dr. Jones teaches a TTh class schedule. If ill Monday through Friday, she must report an appropriate amount of sick time for the two days of classes missed. If ill Thursday through Monday, she must declare an appropriate amount of sick time for only the one day of class missed.

Example 3 - Dr. Rhode attends a scheduled class in the morning but misses an afternoon class or meeting because of illness. He should report an appropriate amount of sick time.

Example 4 – Dr. Street is ill and misses a unit retreat that takes place prior to the start of Fall semester. She should report an appropriate amount of sick time.