

## Academic Faculty & Administrative Faculty/Professional Staff Leave Information

### All Leave Must Be Approved by the Supervisor

All Leave Requests Must be Submitted in a Timely Manner through the iLeave System at:  
<https://ileave.csn.edu>

To Learn More about the iLeave System Go To: <http://www.csn.edu/pages/4125.asp>  
Tutorials and Screenshots are Available at the Link

Annual and Sick Leave Must be Earned Before it Can be Taken

	Description
Annual Leave	<p>Full-time faculty (Administrative Faculty/Professional Staff and Academic Faculty) on an <b>“A” contract term</b> will receive two days per full month of employment. Pro-rated credit is earned for partial months of service. There is a maximum accrual of 48 days at the end of the fiscal year (July 1 through June 30). Employees shall be given an opportunity to use accumulated annual leave in excess of 48 working days prior to the last day of the fiscal year provided a request for leave is given by the employee no later than April 1<sup>st</sup> to the supervisor. No compensation will be authorized for unused or excess leave at the end of each fiscal year. Employees who have or will have a balance of 40 unused annual leave days or higher should meet with their supervisor to discuss the leave usage up through June 30<sup>th</sup>. Requests to use the additional annual leave must be submitted through iLeave by April 1<sup>st</sup>. <u><a href="#">See Board of Regents Handbook Title 4 Chapter 3 Section 19 Page 20+</a></u> <u><a href="#">And The NSHE Procedures &amp; Guidelines Manual (Chapter 4 pages 25 &amp; 26)</a></u></p>
Sick Leave	<p>Full-time faculty (Administrative Faculty/Professional Staff and Academic Faculty) on an <b>“A” contract term</b> (12 months) or <b>“B” contract term</b> (10 months) contract will start their first year with a balance of 30 days. After the first year, two days per full month are accrued to a maximum of 96 days. Sick leave may be cumulative from year to year, not to exceed 96 days as of the first day of each fiscal year, and any sick leave in excess of 96 days is forfeited on that date.</p> <p>“A professional staff member is entitled to use accumulated sick leave for personal illness; disability; medical, optometry, or dental service or</p>

examinations; child bearing or temporary disability, upon approval of the appointing authority. The appointing authority may require a staff member to provide medical certification from a medical practitioner for absences of more than five consecutive days or if abuse is suspected.”

Up to 15 days of sick leave per contract year may be used by the professional staff member to care for or assist family members for the following events: illness; injury, or medical, optometry or dental service or examination. Requests for use of additional earned sick leave days beyond the fifteen-day limitation may be made in writing to the appropriate appointing authority. Approval is at the discretion of the appropriate appointing authority. The fifteen-day limitation does not apply if the leave is approved under the Family and Medical Leave Act. See Board of Regents Handbook Title 4 Chapter 3 Section 18

**Extended Salaried Sick Leave** A faculty member may petition for extended salaried sick leave, if a physician certifies that a faculty member is unable to resume duties and all accumulated sick and annual leave are exhausted.

“After 12 continuous months of employment, where a physician certifies that a professional staff member is unable to resume duties after exhausting all accumulated sick and annual leave, the professional staff member may petition for, and may be granted, with the approval of the President extended salaried sick leave. Approval may be given only if the funding source permits payment of extended salaried sick leave.”

See Board of Regents Handbook Title 4 Chapter 3 Section 18 number 7

**Family Sick Leave** Up to 15 days per contract year of earned sick leave may be used to care for or assist family members within the third degree of relationship. Does not apply if the leave is approved under FMLA. This is deducted from the available sick leave balance.

See Board of Regents Handbook, Title 4, Chapter 3, Section 18, number 4

**Family and Medical Leave Act (FMLA)** The Family and Medical Leave Act of 1993 entitles an employee to a total of 12 weeks of leave during a rolling 12-month period. FMLA may be used for the birth of a child, and to care for the newborn child; for placement of a child with the faculty member for adoption or foster care; to care for the faculty member's spouse, parent or child with a serious health condition; or because the faculty member is unable to work due to a serious health condition. Employees are eligible for FMLA if they have worked at CSN/NSHE for a total of 12 months and have worked for at least 1,250 hours (average of 24 hours per week) during the 12 months preceding the requested date of the leave.

See Board of Regents Handbook, Title 4, Chapter 3, Section 18, number 6, **\*\*Please contact Human Resources at 651-5800 or e-mail [HRcustomerservice@csn.edu](mailto:HRcustomerservice@csn.edu) for more information and paperwork**

Family Death Leave	<p>Faculty may take up to 10 days from the sick leave balance(2 – 5 days is the average number of days taken) in the event of the death of family members, in-laws, or step relatives within the third degree of consanguinity or relationship, or members of the professional staff member’s household within the third degree of relationship. This is at the discretion of the supervisor.</p> <p><u>See Board of Regents Handbook, Title 4, Chapter 3, Section 18, number 5.</u></p>
Jury Duty	<p>Judicial leave is granted to employees to serve on a jury when summoned. The employee must provide to his/her supervisor a copy of the “Jury Summons.” Upon completion of Jury Duty the employee must provide the certificate to his/her supervisor. Any remuneration received in connection with Jury Duty may be retained by the faculty member.</p>
Employee Does Not Have Paid Leave to Use	<p><b><i>If a professional employee is absent from work and does not have sufficient annual or sick leave to cover the absence, the supervisor must immediately contact Human Resources at 651-5800.</i></b></p>

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