Facilities Management Procedure
Weber State University
Procedure Number: P105
Issue Date: February 21, 2003
Last Revision Date: July 1, 2015

Sick Leave and Vacation Usage

Description:
Weber State University (WSU) provides its salaried employees with a generous annual vacation benefit, as well as sick leave for emergencies and times of illness. Sick leave and vacation are valuable benefits for all of our employees. They are intended to be used prudently to enhance quality of life, and to allow our lifestyles to be continued in times of stress, emergency, or to rejuvenate ourselves. Unfortunately, sometimes these benefits can be abused. This procedure will define how sick leave and vacation time will be accounted for in the Facilities Management (FM) department.

References:
Weber State University PPM 3-21
Weber State University PPM 3-29

Definitions:

Responsible Parties:
Associate Vice President for Facilities and Campus Planning
Director of Facilities Business Services

Procedure:
University policy states that WSU, “reserves the right to require substantiation of absences for which sick leave is requested. FM’s standard operating procedure is to have employees bring in a note from their doctor after five consecutive days of unplanned or unscheduled sick leave.”
FM will not allow negative sick leave or vacation time for employees to accumulate. When an employee does not have a sufficient balance of hours accrued for vacation time, and requires an absence from work for personal reasons, the time absent in excess of the accrued leave balances will be charged as leave without pay. Leave (both hours taken and leave categories) should be recorded in AiM exactly as it was recorded in LeaveTracker. Three or fewer days of leave without pay can be recorded directly in LeaveTracker; for instances of four or more days, contact the Facilities Personnel Services Supervisor to have a Payroll Action Request created. Three or more days of leave without pay can be grounds for disciplinary action, unless there are extenuating circumstances, such as FMLA or ADA. Employees who are out sick for longer than three days are encouraged to apply for FMLA.

In accordance with University policy, sick leave taken in excess of the amount accrued shall be charged to vacation leave or comp time balances, if any is available. WSU policy is, “Sick leave credit shall not be advanced to an employee except upon the approval of the appropriate vice president.” In FM, when an employee does not have a sufficient balance of sick leave hours accrued, and requires an absence due to illness and no leave time is available, the time absent in excess of the accrued sick leave balance will be charged as leave without pay unless such negative balance is approved in advance in writing by the University Vice President for Administrative Services (requests must go through the Associate Vice President for Facilities and Campus Planning first).

In the case of sick leave, other employees may donate vacation time to the affected employee, with approval from the supervisors of both employees. Requests for leave donations should be facilitated by the Facilities Personnel Services Supervisor. Vacation hours are converted to sick leave hours upon approval of a transfer of this type. However, if the employee who donates vacation time should require additional vacation time for his or her own purposes, the leave that was donated is permanently lost and cannot be recovered. Only in extraordinary circumstances will the department solicit leave donations on an employee’s behalf; the decision as to whether the department will do so must be made by a quorum of members of Senior Staff.

WSU has other avenues available for employees in need of leave, such as the Voluntary Shared Leave Pool and the Benevolence Fund. More information on these programs can be found at [www.weber.edu/HumanResources/forms.html](http://www.weber.edu/HumanResources/forms.html)