

**UNIVERSITY OF NORTH TEXAS
FACULTY SICK LEAVE REPORTING FORM
Form VPAA 151**

Faculty Member: _____ **Department:** _____
Social Security Number: _____

TO THE DEPARTMENTAL TIME KEEPER: When a faculty member contacts the department to report an absence requiring the use of sick leave, take the following actions: complete this form, forward the form to the faculty member for signature, submit it to the departmental chair for signature, report the sick leave hours used to Human Resources via the monthly report for sick leave utilized, and file in departmental records. **If sick leave is for a period of 2 weeks or longer during a fall or spring term OR 1 week or longer during a summer term, OR 3 days or longer during a Mini-mester term, a copy of this form must be forwarded to the Office of the Vice President for Academic Affairs.** Supporting documentation, if required, should be attached to this form. NOTE: FOR APPROVAL OF OTHER FACULTY LEAVES, USE FORM VPAA 150, Faculty Application for Approval of Leave.

USE OF SICK LEAVE: Sick leave may be used when the employee's performance of duty is prevented by sickness, injury, pregnancy and confinement, or exposure to contagious diseases which require quarantine or isolation. Further, sick leave may be used for care of an immediate family member who is actually ill (refer to Sick Leave policy for applicable conditions), or for medical and dental appointments, examinations or treatments. Finally, up to eight (8) hours of sick leave per calendar year may be used for attendance at parent-teacher conferences for children of the faculty member.

HOW TO REPORT FACULTY SICK LEAVE USED: The Faculty Sick Leave Reporting Form (Form VPAA 151) is to be used to report faculty sick leave as required by the state of Texas (Texas Government Code 661.203). Faculty will report sick leave as actual time missed from their normal forty-hour work week.

Sick Leave taken must be recorded in hours. When charging for time less than an hour, sick leave taken must be rounded off to tenths of an hour, e.g. 6 minutes = 0.1 hours, 12 minutes = 0.2 hours, 18 minutes = 0.3 hours, etc.

For absences over a continuous period exceeding one day, the amount of time charged against sick leave should include each working day, except holidays. Report all days absent – not just days on which classes were missed or taught by a substitute. For example, when a faculty member, whose normal 40 hour schedule includes Monday, Tuesday, and Wednesday, is ill all three days thereby missing his/her Monday and Wednesday classes and office hours, the faculty member will use and report 24 hours of sick leave for the three day period, even though there were no classes or office hours scheduled on Tuesday.

To be eligible for accumulated sick leave with pay during a continuous period of more than three working days, an employee who has been absent must provide a medical practitioner's statement showing the cause or nature of the illness, or some written statement of the facts concerning the illness, which is acceptable to the departmental official. This documentation will be treated as confidential medical information and access to it will be limited to only those who have a need for such information.

Dates of Absence for Sick Leave:

From: _____ **To:** _____

Total Leave Time (Hours): _____ **Reason for Leave:** _____

Please note that to be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee who has been absent must provide a medical practitioner's statement showing the cause or nature of the illness, or some written statement of the facts concerning the illness, which is acceptable to the departmental official. This documentation will be treated as confidential medical information and access to it will be limited to only those individuals who have a need for such information.

Faculty Member's Signature

Chair/Dean Signature

References: University Policy No. 1.4.10. Sick Leave, and related procedures 1.4.10.1. Sick Leave Procedure, and 1.4.10.2. Guidelines for Calculating Sick Leave Used by Faculty.

Prepared by: _____ **Date:** _____