

10.06 Categorization of Employees and methods of Determining Amount of Sick Leave to be Charged

1. Sick leave or colleague coverage shall be reported in either one-half or full day increments. Reported sick leave or colleague coverage may not exceed 40 hours for a given week. Unclassified employees holding less than full-time appointments report sick leave or colleague coverage based on actual hours used.

2. For the purposes of collecting and reporting sick leave, each full-time unclassified employee will designate a work week consisting of 40 hours as required by state statute Chapter §40.05 (4)(bp)(3a). The work week will be pro-rated for less than a full time appointment. The work week will include all scheduled classes, office hours and research, as well as other regular University meetings and activities. The work week will be defined by either (a) automatic consent to the standard business week Monday through Friday from 7:45 AM to 4:30 PM or (b) by mutual agreement, in writing, with the department chair and in accordance with the Fair Labor Standards Act (FLSA). FLSA defines a normal work week to consist of 40 hours worked within a fixed and regularly reoccurring period of seven consecutive 24 hour periods. Hours worked per day may vary providing the sum total equals at least 40 hours during the designated 7 day period