

Volume E1: Employment/Hiring	E1.10.2 Sick Leave: All Employees Effective Date: 03/01/1995 Last Revised: mm/dd/yy PUBLIC COMMENT DOCUMENT	Responsible Office: Human Resources
Chapter 10: Employee Leave		Responsible Officer: Vice President for Finance and Administration

POLICY STATEMENT

Eligible employees may use sick leave for illness of, injury to, or need to obtain medical or dental consultation for the employee, employee's spouse, civil union partner, same-sex domestic partner, children, parents, step-children, siblings, grandchildren, grandparents, and members of the employee's household, and for other eligible uses as outlined in this Policy.

PURPOSE OF THE POLICY

This Policy updates and replaces Administrative Memo Series No. 3, clarifying when and how employees can use their sick days.

WHO IS AFFECTED BY THIS POLICY

All employees.

DEFINITIONS

"Children" includes biological, adopted, foster, stepchildren, legal wards, children for whom an employee is standing *in loco parentis*, and children who are members of the employee's household.

"Doctor's note" means a letter on a medical or mental health professional's letterhead stating that a person was seen by the professional on a specified date, and that they are able to return to work, with or without accommodations.

"Employee" means an individual who performs work in the capacity of an employee, as distinguished from a contractor, determined pursuant to Internal Revenue Service Guidelines. Volunteers are not Employees.

"Illness" includes any physical, medical or mental health need that requires the employee to be absent from work, requires them to care for a member of their immediate family, and/or seek a consultation from a medical professional, including a nurse, physician's assistant, doctor, dentist, licensed clinical social worker, psychologist, physical therapist, or any other similar licensed medical professional. Illnesses may require immediate medical attention, self-treatment, ongoing management, or intervention from a professional.

"Immediate Family" includes an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, grandparent, stepparent, aunt, uncle, niece, nephew, or first cousin, or a member of the employee's immediate household.

"Medical Appointment" means any in-person or virtual consultation with a licensed medical or mental health professional.

"Members of the employee's household" includes any individual who lives at the same residential address as the employee and in the same unit, in the case of an apartment or townhouse.



“Paid Sick Leave” means cumulative and non-cumulative paid accruals that are provided by the University to an employee, other than vacation days.

“Parent” is defined as a biological parent, stepparent, parent-in-law, or an individual who stood in loco parentis to the employee.

“Personal Business” refers to any crucial non-work-related affair that the employee can only complete during work hours.

REGULATIONS

[Family Medical Leave Act](#) (29 U.S.C. 2601, *et seq.*)

[Family Neonatal Intensive Care Leave Act](#) (820 ILCS 157/1, *et seq.*)

[Illinois Department of Labor Leave Rights](#)

[Chicago Paid Leave and Paid Sick and Safe Leave Ordinance](#) (Chapter 6-130)

Eligible employees may use sick leave for illness of, injury to, or need to obtain medical or dental consultation for the employee, employee's spouse, civil union partner, same-sex domestic partner, children, parents, siblings, grandchildren, grandparents, and members of the employee's household, and for other eligible uses as outlined in this Policy.

A. Applicability

Employees are granted sick days for use during the employee's personal illness, or illness in the immediate family or household, or need to obtain medical or dental consultation for the employee or in the immediate family or household. Sick leave must be used in the following circumstances:

- Concurrently with any approved Family and Medical Leave Act (FMLA) leave, until such time as sick leave days are exhausted or until the employee returns to work or terminates employment, whichever comes first;
- Concurrently with any other unpaid University leave, including parental, child care, or convalescent leave with the exception of qualifying leave taken pursuant to the Illinois Neonatal Intensive Care Leave Act;

B. Usage

1. Illness

When an employee is unable to come to work due to illness, they must notify their immediate supervisor by email and/or by phone as soon as possible. The employee also must ensure that their sick day is submitted as part of their Workday timesheet. When an employee must leave suddenly in the middle of the day due to their own illness or that of a family member, they must notify their supervisor before leaving, if possible.

When an employee is out sick for more than three (3) consecutive work days, the University may require them to submit acceptable evidence (for example, a doctor's note) of illness or disability for the use of sick leave.

2. Medical Appointments

To the greatest extent possible, employees must notify their supervisor as soon as possible and up to at least one (1) week in advance of any medical appointments for which they plan to use sick days.



C. Compensation

When an employee is out on paid sick leave, they will continue to receive their regular rate of pay and earn their current level of sick leave and vacation accruals. If an employee terminates employment while on sick leave, they may be required to reimburse the University for the cost of wages paid during the leave, in accordance with applicable policies, procedures, and law.

D. Chicago Paid Sick Leave Ordinance

Employees accrue sick leave commensurate with their respective positions and categorization at the University. This leave is meant to comply with the City of Chicago Paid Sick Leave Ordinance. Employees will receive information related to their accrual of sick leave upon the start of their employment from the Department of Human Resources or may seek information about their sick leave accrual from the Department of Human Resources.

PROCEDURES

Employees will adhere to the procedural directives outlined in the Regulations Section.

GUIDELINES

Employees covered by a collective bargaining agreement should consult their particular agreement for additional information.

AUTHOR REFERENCE

AMS No. 3: Sick Leave

Family and Medical Leave Act

NEIU Collective Bargaining Agreements

Board Regulations Section II. Employees, Subsection B. Faculty and Administrative, 6. Employee Benefits, c. Sick Leave

Board Regulations Section II. Employees, Subsection C. Civil Service, 7. Employee Benefits, d. Sick Leave

HISTORY

03/01/1995 AMS No. 3: Sick Leave

11/01/2025 - new policy draft created

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Victim Economic Security and Safety Act](#) (VESSA)

APPENDICES

Appendix A: Sick Leave Accrual Table



CONTACT INFORMATION

Please direct questions or concerns about this policy to: benefits@neiu.edu

Contact	Phone	Email
NEIU Human Resources	(773) 442-5200	human-resources@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



APPENDIX A

SICK HOURS ACCRUAL TABLE

Civil Service Non-Negotiated	a. An employee in a status position shall earn credit for sick leave with full pay at the rate of .0462 hours of sick leave for each hour in pay status, equivalent to 1 regular work day for each completed calendar month of service or 12 regular workdays per year. b. A status employee who fails to complete a full month of service shall have sick leave credit pro-rated for the shortened period of that month. c. There is no limit to sick leave that may be accumulated.			
Civil Service Part-time	a. An employee who is less than 100% FTE but at least 50% FTE they accrue at the same rate above but at a prorated amount. b. An employee with an FTE under 49% is not eligible for sick leave but is eligible for Paid Sick and Safe Leave. c. If the FTE status changes, the accruals will transfer.			
	SICK (CUMULATIVE)		SICK (NON-CUMULATIVE)	
EMPLOYEE GROUP	ACCRUAL RATE	MAXIMUM	ACCRUAL RATE	MAXIMUM
A&P (Continuing)	11.25 hours per month	2,250 hours	75 hours upon hire and at anniversary	75
Limited Term A&P, non-unit ARP/ASP	11.25 hours per month	2,250 hours	75 hours upon hire and at anniversary	75
Chairs	11.25 hours per month	2,250 hours	75 hours upon hire and at anniversary	75
ASP	15 hours per month	2,250 hours	N/A	N/A
Tenure/Tenure Track Faculty	15 hours per month	2,250 hours	N/A	N/A



100% Instructors	15 hours per month	2,250 hours	N/A	N/A
*Adjuncts 50% or above	N/A	N/A	33.75 hours effective 8/16/xx	33.75
Resource Professionals	15 hours per month	2,250 hours	N/A	N/A
Academic Resource Professionals	15 hours per month	2,250 hours	N/A	N/A

*Adjuncts at 49% or less are eligible for the Paid Sick and Safe Leave.

**Employees covered by a collective bargaining unit, please see the applicable agreement.