



Montana State University – Great Falls Policy and Procedure Manual

SUBJECT: 400 Human Resources

Policy 406.1 Sick Leave

Effective: Revised:

Reference: MUS [708.1](#), [708.1.1](#), [801.7.1](#), [801.8](#); [MOM 3-0310](#); [2-18-618 M.C.A.](#); Collective Bargaining Agreements

Full-time administrative, maintenance, and support staff earn sick leave from the first day of employment. Sick leave is credited at the end of each pay period. Sick leave credits shall be earned at a rate of twelve (12) working days for each year of service without restriction as to the number of working days that may be accumulated.

Part-time administrative, maintenance and support staff earn sick leave from the first day of employment and are entitled to prorated leave benefits based on the number of days and portion of days worked. Full-time faculty accrue sick leave at a rate of one day per each month of employment. Part-time faculty on contract earn prorated sick leave based on the number and portion of days worked.

For all College employees, unused sick leave days accumulate without limitations. Eligible employees may start using paid sick leave after three months of continuous employment.

Calling in Sick

An employee who becomes ill unexpectedly should notify his or her supervisor or a departmental representative as soon as possible. Absences should be reported to a live person rather than by voice mail or e-mail

If the absence can be anticipated beforehand, the employee is required to turn in a Leave Request, approved by the supervisor, prior to the planned absence. If it is an unplanned absence, Leave Requests should be completed and submitted upon the employee's return to work. Leave Request forms are available on our website or in the mail room. **Absences of three or more consecutive days may require a statement from your medical provider.**

Appropriate Uses

Personal Use: Sick leave may be used for the necessary absence from duty caused by illness, injury, pregnancy-related illness or disability, exposure to contagious disease which requires quarantine, or the necessary absence to receive medical or dental examination or treatment.

Immediate Family: Sick leave may be used for the necessary care of or attendance to the illness of an immediate family member until other assistance can be reasonably arranged. Immediate family includes the employee's spouse, parent, child, sibling, grandparent, grandchild or corresponding in-law or another member of the employee's household.

Critical Illness/Bereavement: Sick leave may also be used by employees to attend to a critical illness or death for an immediate family member. Critical illness means illness the attending physician considers sufficiently serious to require the employee's presence at the bedside and shall include attendance at a spouse's childbirth.



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Lump-Sum Payment on Termination

College employees who terminate employment are entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave. Pay for accumulated sick leave will be computed on the basis of the employee's salary or wage at the time they terminate employment. An employee who receives a lump-sum payment for accrued sick leave and is again employed by the College may not be credited with any sick leave for which they have been compensated.

Abuse of Sick Leave

Abuse of sick leave is cause for disciplinary action up to and including dismissal and forfeiture of the lump-sum payment provision. A physician's statement may be required, when questions of abuse of sick leave exist, to substantiate the need for sick leave usage in the case of a lengthy illness or to verify an employee's fitness for work.

Sick Leave Donation

College employees may donate sick leave to another employee who has exhausted their sick leave due to a serious illness in accordance with applicable negotiated agreements and/or state policy.