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Procedures for Faculty Leave with Pay

Faculty should report sick leave based on an eight (8) hour workday in conjunction with their contractual obligations. It is in this spirit that faculty across the University should be treated fairly and equitably in the reporting and approval of sick leave.

In accordance with the operational policy, [Leaves with Pay](#), the University has established the following procedures

I. Sick Leave with Pay

Sick leave is granted for faculty members who are absent from campus due to qualifying reasons set out in the [Leaves with Pay](#) policy. Such requests, when possible, should be made in advance or immediately upon return to work.

Employees may be required to provide additional documentation in support of their use of paid sick leave, as specified in more detail in the [Leaves with Pay](#) policy.

Faculty should report sick leave based on an eight (8) hour workday in conjunction with their contractual obligations.

1. Requests for sick leave must be submitted in one (1) hour increments. Requests must be submitted to the appropriate Division Head. Faculty who are absent from duty for an entire day must submit eight (8) hours of sick leave.
2. A faculty member must submit a leave request for four (4) hours of sick leave if absent from commencement for illness.
3. A faculty member must submit a leave request for four (4) hours of sick leave if absent from the Honors Convocation for illness.
4. A faculty member must submit a leave request for four (4) hours of sick leave if absent from a scheduled, general faculty/staff, and College meeting for illness.