



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-HUM-14 Minor Revision 10 Status: C

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**Title:** Sick Leave

**Description:** Eligibility for and accrual of sick leave; how and when to use it.

**Category:** Human Resources

**Applies to:** Staff, Faculty

**Contact:** [Human Resources](#)

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**Purpose:** Sick leave is a period of time during which an employee is unable to work because of illness or injury; medical, surgical, dental or optical examinations; appointments or treatment for the employee and/or immediate family member(s); or if the employee has been exposed to a contagious disease and presence at work would jeopardize the health of others.

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**Policy Statement:**

- Eligible after the first month of employment
- Personal or family member illness, injury, or medical appointment
- 10 hours per month / 15 days per year
- 1,040 hours / 130 days maximum accrual

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## Glossary of Terms:

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### Legal

#### Citation:

**Campus Links:** [Leave Request Form](#); See also "Family and Medical Leave Act (FMLA)" Policy

#### FAQs:

#### Formerly known as:

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**Approved on:** 12/01/2005

**Effective date:** 12/01/2005

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